



PRINCETON UNIVERSITY

School of Architecture

Student Handbook

PRINCETON UNIVERSITY SCHOOL OF ARCHITECTURE

Student Handbook

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School of Architecture Information

The Architecture Building is available for use by students 24 hours a day. For security purposes, the exterior doors of the building are locked from 12:00 am until 7:00 am. Your Student ID will be programmed to unlock the door. If your Student ID does not open the exterior door when locked, or you encounter any other maintenance concerns, such as problems with heating/cooling, leaking water or other building issues, please contact the School Administrator.

MAIN OFFICE HOURS

School Year	Summer (June 1 – September 4)
Monday to Friday	Monday to Friday
8:45 a.m. to 5:00 p.m.	8:30 a.m. to 4:30 p.m.
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Representatives

Student Student Representatives are elected by their classmates in the first week of the fall semester to represent the views of students in a variety of activities and participate in the administration of the School through School meetings. The Representatives meet with the Dean and the School Administrator to cover relevant issues in greater detail than is possible in the general meetings. There will be 12 Student Representatives as follows, one from each category:

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Assistants-in-Instruction (AI Positions)

Assistant-in-Instruction positions (teaching assistantships or AI positions) are awarded to qualified M.Arch. and Ph.D. students each semester. A memo announcing the courses requiring AIs is issued each semester and interested students are asked to fill out an online application and a CV. Instructors will review the applications and, in consultation with the DGS, pick the best qualified candidates. Students who have incompletes (except for Ph.D. students re-writing papers for their Generals packets) are NOT eligible to apply for any position.

First time AI's are **required** to attend the McGraw Center's training program. These training sessions are held once at the beginning of each semester. Students must attend training during the semester in which they will be teaching. If a student cannot attend these training sessions, they are ineligible for an AI position. For more information, please visit www.princeton.edu/mcgraw/gc/orientation/.

Assistants-in-Instruction should meet with their assigned professor prior to the first week of the semester to discuss the procedure and details of the work (auditing of classes, grading of student work, student conferences, precept assignments, etc.).

For more information, visit <https://gradschool.princeton.edu/costs-funding/sources-funding/assistantships/assistantships-instruction>

Mail

Mailboxes are located on the 3rd floor mezzanine level of the design studios and are provided for all graduate students, departmental majors, and students in the Program in Architecture and Engineering. Email and mailboxes are the two principal means of communicating with students. Students are encouraged to check these sources daily.

The Main Office will accept delivery of packages for students, but retrieval of these packages should be prompt. The School does not accept any responsibility for lost or damaged packages received on the behalf of students.

During the summer, the School will not forward student mail. Therefore, students who will be away from Princeton should arrange to have someone check their mailboxes for them or have the U.S. Postal Service forward all mail to their permanent or summer addresses.

Mailboxes will not be available for continuing non-enrolled students. Upon completion of coursework, students should complete a change of address card with the U.S. Postal Service to have their mail forwarded. Mail received for non-enrolled students will be returned to sender.

Kitchen

A kitchen for undergraduate and graduate student use is located in the north end of the Architecture Building, mezzanine level. This is the only approved space for cooking and/or making coffee in the School. These activities may not occur in any other area of the studio. Due to fire hazards, coffee pots, toaster ovens, hot plates, etc., found in the studio will be confiscated.

Seminar Enrollment/Oversubscription

The School of Architecture limits the number of students enrolled in seminars to ensure that there can be focused discussions in these advanced courses. If you are interested in a seminar, you must attend the first meeting of the course. Attending the first session serves two purposes: First, it gives you a better sense of the professor and the course content so you can make an informed decision about selecting the course; Second, it is an initial expression of your commitment to the course.

If the course is over-subscribed, all wishing to take the seminar will be asked to submit a statement of interest with a resume of your background, including relevant courses in the topic area. The instructor will then select students for the class. This selection process will supersede any pre-enrollments. The final class roster will be posted prior to the second meeting of the seminar.

Reimbursements

All reimbursements require prior approval and are authorized by the Dean. Requests for reimbursement for studio site visits must be initiated by the studio critics. These requests must include:

- Date of travel
- Number of students traveling
- Completed itinerary
- Estimated budget

After approval, students will be asked to submit the following items:

- All original receipts
- Full legal name and PUID
- Course number and instructor
- Dates of travel

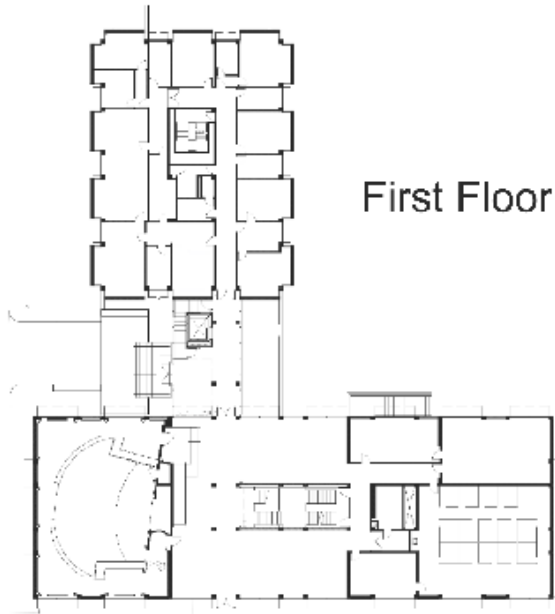
Requests for funds for other studio expenses, such as site models, should follow the same steps. Please note that all required paperwork must be submitted within 30 days of the date the expense was incurred. Late submissions may result in tax-related consequences.

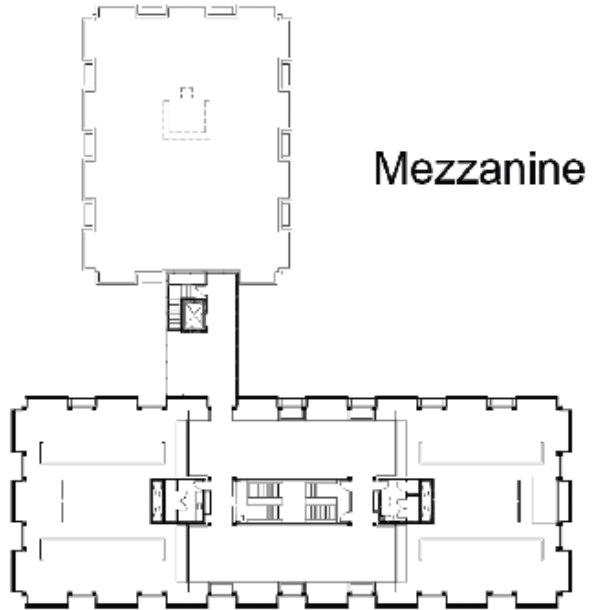
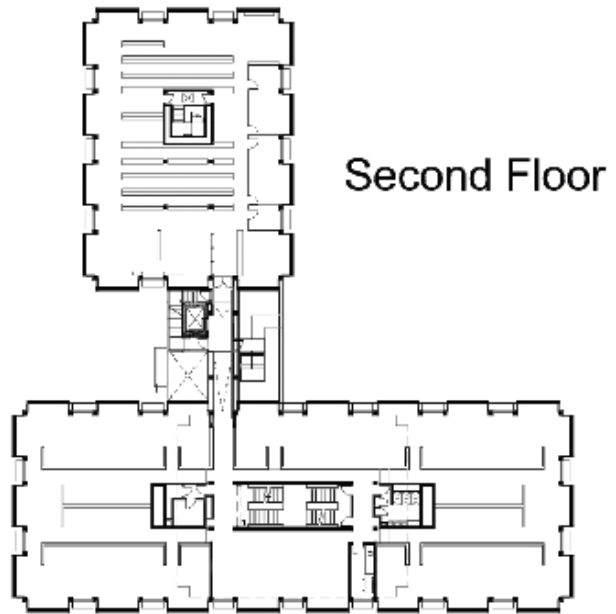
For additional information regarding reimbursement, please visit the Treasurer's website at: <http://finance.princeton.edu/how-to/buying-paying/how-to-pay/paying-students/index.xml>

Student Lecture Series/Film Series

Students interested in organizing a lecture or film series are invited to submit a proposal, including a budget, to the Dean through the School Administrator for funding consideration. In past years, modest funds have been made available for these endeavors.

Architecture Building Floor Plans Studios





Studios

Studio enrollment will generally be 10 to 12 students. Depending on the number of students, multiple studios may be offered. In the event that there are multiple studio offerings, students will be assigned to a studio via a lottery system. Every effort will be made to see that as many students as possible receive their first choice of design studios.

A diagram will be issued to each student on the first day of classes showing the location of each design studio and the studio desk layout. Each graduate student will be issued the following furniture and equipment for each semester that they require space in a studio:

- two 3' x 6' work tables
- two drafting lamps
- one power strip
- one task chair
- one lockable steel cabinet

Each student shall have access to exclusive use of two wall outlets. Undergraduate students normally share a workspace in each studio.

Students are responsible for the security of their own equipment and should lock their computer to their desks with their own security cables. They should not drill any holes or cut into the equipment in any manner. Students are required to return equipment at the end of the semester in the same condition it was received except for normal wear and tear. Students should report the breakage of any school-issued equipment to the School Administrator immediately.

Following the fall and spring semesters, all students must be prepared to move to a different desk. A new desk assignment will be issued each semester. Notifications will be sent out regarding deadlines for clearing out this space. Failure to clear out your space in a timely manner may result in items being thrown away.

Studio Culture Policy

Although this is termed the Studio Culture Policy, it should not be viewed as exclusive to studio. The guidelines regarding respect, intellectual engagement, experimentation, cooperation, collaboration, and time management extend to all courses, events and interactions within the School.

Background

As part of the National Architecture Accreditation Board (NAAB) conditions, each accredited school of architecture is required to have a written policy outlining the culture of its studio environment. This requirement is predicated on the American Institute of Architecture Students Studio Culture Task Force report

from 2002, which encourages an environment that advocates values of optimism, respect, sharing, engagement, and innovation. These are all values that the Princeton University School of Architecture fully supports.

Studio Philosophy

Architecture is a discipline at once technical, aesthetic and social in scope. As such, it involves a broad range of intellectual and practical abilities. Perhaps the primary attribute of architectural thinking is the ability to synthesize information from a number of different disciplines or areas of expertise. It is this synthetic, problem solving capacity that is best taught and understood in the context of design studio work. Studio work begins with the clear definition of a problem, proceeds through research to the identification of relevant data, and ends with the empirical testing and development of solutions. Many different skills come into play, from research and conceptualization, to drawing and model making. Students are encouraged to work with a wide range of media, and to think about issues of process and representation parallel to design work. In studio work, material from the entire curriculum comes into play; you are encouraged to integrate material from courses in design, building technology, history/theory and professional practice. Studio work is a collaborative process: an ongoing conversation with teachers, fellow students and visiting critics.

Role of Studio

Studio is a central component of the Master of Architecture curriculum: the studio is the place where students research, propose, test, develop, and present design propositions that synthesize material from a diverse range of sources, both inside and outside the curriculum. It is a place of collaboration, intellectual exchange and experimentation for students and faculty alike. The design studio is a place where students learn by doing; the School promotes creativity, and celebrates the values of innovation and discovery. The studio is also a place to take responsibility for what a student has created, and to be able to present and defend a student's work in public. Finally, architecture is a collective art form; many design projects at the School are group based, and there is always an aspect of collaboration in studio. Every individual project contributes to the School's design culture. Students are very strongly encouraged to work in studio, in order to benefit from and contribute to this crucial collective dialogue.

Studio Atmosphere

The School of Architecture encourages an atmosphere of mutual respect among students, staff, faculty, and administration, in studio, in reviews, in classes, and in the School in general. The School supports an atmosphere of intellectual curiosity, where new ideas and multiple points of view are encouraged. The School promotes cooperative understanding and views the studio to be a place where architectural ideas are discussed and debated, and where contradictory viewpoints can co-exist. Princeton's School of Architecture is known for discourse, critical thinking and self-directed learning. We actively encourage students not only to participate, but to initiate dialogue. The Studio is a laboratory for new ideas; one

of the most productive aspects of studio culture is its variety and informality; many of the best ideas arise independent of a particular class, structure, or event, through an after-hours discussion or a chance encounter. Pidgin, the film series, Ad Hoc, Pizza Fridays, and other such publications, programs, and events, for example, are often where new ideas take root. The School of Architecture welcomes and will support all such initiatives, which should be presented either directly to the Dean or to the student representative.

Design Process

Studio culture encompasses a number of distinct aspects of design teaching: class sessions and group meetings in which ideas, studio problems or readings are discussed; individual tutorials (desk crits), which are perhaps the most characteristic component of design studio teaching; public reviews of varying degrees of formality (with and without outside critics); and finally the private time spent working in studio, where individual or group projects are developed and produced. Each of these has a particular protocol and needs that have to be respected. In design teaching, production is important, but attention to design process is also necessary. Students are encouraged to clarify their thinking and present a full range of material that documents their design process. Individual desk crits will always be more productive when the student brings ideas and sketches to the table for discussion. Criticism in reviews will often focus on process, suggesting different avenues for exploration or alternative approaches. A productive studio culture benefits individual students and the School as a whole. Students working in studio are engaged in a common purpose; ideas, methods and proposals may differ, but in different ways, everyone is working toward a similar goal. Students will find that this atmosphere of shared purpose informs and enriches everyone's individual work.

Time Management

While studio is a home, the School of Architecture does not expect students to live there. Studio assignments can and should be completed in reasonable periods of time, without students having to spend all night at the School. The faculty is required to spell out all expectations, requirements, and deadlines in a clear manner and to work with their students to ensure that these are achievable within a realistic timeframe. The School of Architecture encourages students to balance their academic and personal obligations, including regular sleep, exercise, and healthy eating habits. Furthermore, studio should be rigorous and challenging, but it should not be allowed to overwhelm other academic obligations. Students in particular should manage their time so as to avoid all-nighters, and if a conflict arises with any course deadlines, we encourage students to take up the issue as soon as the conflict becomes evident. Students should take any considerations they have at the School -whether compliments or criticisms -either directly to the respective faculty, the Director of Graduate Studies, the Dean, or to their student representative.

Studio Space & Equipment

While the School of Architecture is a small world, where everyone knows everyone else, we strongly encourage students to lock their valuables any time that they leave their desks. Students are also encouraged to turn off lights and other electronics when not in use. Studio desks are a student's "home base" in the School. We ask that students respect the fact that they are all sharing a single space and that noise travels. Students are encouraged to use headphones if listening to music and to take cell phone or extended conversations to the student lounge or another area of the building. We remind students that most of this is common sense and simple courtesy; communication and respect will go a long way to assuring that we can maintain a positive and productive atmosphere in studio.

Critiques and Reviews

In architecture, as in other creative fields, there is no single, shared set of objective criteria that allow us to say definitively that a project or solution is right or wrong, good or bad. It is for this reason that discussion and criticism on reviews tends to concentrate on clarity and consistency, as opposed to making judgments of value or quality. While adhering to rigorous standards and promoting high expectations for design work, the School of Architecture advocates constructive criticism and respectful dialogue, however spirited, in all reviews and discussions, public or private. Faculty need to understand that reviews are stressful to the students; the School encourages thoughtful debate and respectful dialogue. Criticism should be specific in nature and dedicated to advancing the student's work. For their part, students also need to respect the review process. This means arriving on time, being well prepared, adhering to the schedule proposed by the design critic, and attending the entire review. In addition to serving as a means to assess the progress of individual students, reviews are a valuable forum for public discussion. The conversations that take place in reviews are an integral component of design teaching. It is expected that all students will be present for the entirety of all reviews. Attending the full review is not only a gesture of respect and support for fellow students, in many instances, all students will benefit from comments made at another student's review. Remaining in studio working up to the last minute, not only disrupts the review process, it is disrespectful to fellow students, and one will miss out on important studio content.

Students who require media equipment must contact the Manager, Archives & Digital Initiatives (Dan Claro – dclaro@princeton.edu) at least one day in advance to schedule a set-up or to check-out equipment. Presentation materials for design reviews must be ready one-half hour prior to the starting time of the review, and the first student(s) to present their work must have their project hung and arranged for presentation by the appointed starting time. End of semester reviews for design studio courses are held before winter recess in the fall semester and during the first week of reading period in the spring semester.

Studio Grades

Taking into account the difficulty of assigning objective letter grades to the inherently subjective work of studio at the School of Architecture, all graduate-level design studio grades (with the exception of thesis) are recorded as Pass, High Pass and Low Pass (and in exceptional instances, Fail). This has been recorded in official transcripts beginning AY2014-15. Individual faculty grade each studio and determine the number of Pass, High Pass and Low Pass grades. However, by convention, the majority of students receive a Pass; a few exceptionally strong projects are recognized as High Pass, and a grade of Low Pass is given if a student is experiencing difficulty. Students in danger of failing or receiving a Low Pass receive written communication from the design studio teacher as soon after the mid-term review as possible. This letter should specify the areas that need improvement and recommend specific steps that the student can take.

All undergraduate studio studios are graded on a letter grade basis.

Studio grades serve two purposes: on the one hand they let students know where they stand in relation to the expectations of the School and the individual professor, and on the other hand, they allow the School to track the performance of each student, and make sure no one is allowed to fall behind. That said, it should be emphasized that grades are only one measure -and probably not the most important measure of a student's performance in studio or of future potential. Criticism and advice provide in desk crits, pin-ups and reviews will form a more substantial and productive evaluation, and in all studios, the design teacher is required to give a detailed written or verbal evaluation that addresses each individual student's strengths and areas for improvement, and outlines recommendations for further work and future studios.

Studio and Thesis Documentation

At the end of each semester, students completing design studio and thesis (undergraduate and graduate) are required to submit a digital portfolio documenting their work for the SoA Student Work Archive by Dean's Date. Students will receive a hold on their record if the documentation is not submitted. These digital files are retained by the School and form an archival resource used for exhibitions, print and web publications, and accreditation.

<http://soa.princeton.edu/zone/introduction-work#137>

HOW TO
SUBMIT WORK

1. Complete the Student Work Cataloging Form (Note: Valid Net ID Required)
2. Complete the Release and Hold Harmless Form (Note: Valid Net ID Required)
3. Gather up digital files and photography.
 - a. Export full layout boards to .pdf at the "high quality print" setting.

- b. Extract key, or essential, images as individual files:
 - i. For the web: Key images should be jpegs or pngs saved for web at 1920x1080 pixels, 72 pixels per inch (ppi). Please provide a caption for each image.
 - ii. For publication: Vector line drawings and graphics should remain vector files (.ai or .eps), and should also be saved to .pdf. Make sure to include all linked files by embedding images and fonts. Photoshop documents should be flattened and saved as .tif files. Photographs (including model photos) and scanned images should also be saved as .tif files, and [if possible] no images should be smaller than 9x12 inches at 300 ppi (2700x3600 pixels).
 - c. Include animations in Quicktime MPEG-4 (.mov or .mp4) format.
4. Organize your files.
- a. Files should be clearly labeled and arranged into titled folders (e.g. “Final Boards,” “Plans,” “Model Photographs,” “Renderings,” “Key Images”).
 - b. Discs should be labeled with student name, title of thesis, course name, faculty name, and date.
5. Burn files to disc (and deliver to VRC) or upload and share files using Webspaces, YouSendIt, WeTransfer, Dropbox, etc.

If you have any questions about submitting thesis work, or if you need more time, please feel free to call or email Dan Claro, dclaro@princeton.edu, 258-5904.

SoA Laboratory Systems

Hours

Monday - Friday	9:30 a.m. to 12:00 a.m.
Saturday & Sunday	12:00 p.m. to 5:00 p.m.

- Extended hours may be offered during reviews and other busy times
- Lasers available to SoA M. Arch students 24/7 after completion of orientation

Contact Information

John Hunter: jhunter@princeton.edu

William Tansley: wtansley@princeton.edu

Phone: 609-258-3739

Website: <http://soa.princeton.edu>

The School of Architecture has two facilities available solely for use by Architecture students. The first is the School of Architecture Laboratory (aka SoA Lab), a full service model laboratory located on the School of Architecture's ground floor. It also houses some of the latest computer-driven fabrication technologies, including two Universal Laser Systems X Class CO2 Lasers; a Precix 4' X 8' Computerized Router Table; and the 3-D Systems Z-650 3-D Printer. All can be utilized after the completion of orientation and training sessions. There is a material charge to students for any model prints on the Z-650 3-D Printer. There are always Shop Staff or trained Student Shop Monitors on-duty when opened.

The second facility is the Architectural Laboratory (aka Arch Lab) which is located off the SoA grounds proper. It is a graduate level facility and is especially conducive for large scale mock-ups, concrete casting, and other conceptualizations too big to be built at the SoA. Special assistance for projects can be scheduled through Architectural Laboratory Systems Supervisory personnel. It is also where all Construction Methods labs are conducted. The Arch Lab also houses the SoA's newly acquired IRB 7600 Robotic Arm. It is used in the teaching of strategies for interactive and intuitive robot control during the design and fabrication processes. Special orientations, training, and access control are done by the Computational Design Faculty.

Orientations regarding shop safety, machine operation and nomenclature, and laser/router/3-D printer use are mandatory for all Architecture students using either of the Labs and are given at the beginning of every semester. It is mandatory that all undergraduate Architecture students be supervised at all times when utilizing the Labs. A fee of \$50.00 per year is charged for use of the Lab for work not associated with the School, and all work of this nature must be cleared

with the School Administrator prior to being scheduled. Students using any of the SoA Laboratory Systems resources will be responsible for the purchase of individual supplies and careful treatment of the equipment is expected.

The School of Architecture Laboratory Systems makes every attempt to assist students with material procurement, but delivery, acceptance of delivery, payment, and transport are the students' responsibility. The Architectural Laboratory Staff are not responsible for any delivery or transport of materials ordered by students.

There should be no spray painting in and around the Architecture Building and on the grounds by the building; violators will be subject to disciplinary action. Any other chemicals purchased by students for use in their projects must have all accompanying MSDS documents and be stored off of the School of Architecture property. Any chemical product left at the School without appropriate documentation will be confiscated and discarded in accordance with university policy.

VSL Woodshop

The VSL Woodshop, located in the basement of the Architecture Building, is a small but well-equipped 24 hour accessible shop that is maintained and monitored by the SoA Shop Monitor program. It is available to all Masters level students after they have attended a mandatory orientation in the use of the equipment; carried out workshop exercises; and received permission to use the facility from the SoA Shop Supervisory personnel. There is a \$25 per year user fee and students must have their University ID card encoded for access by SoA Shop Supervisory personnel. All undergraduate students must be supervised for access of the VSL. For reasons of security, the doors to the Woodshop must be kept closed and locked.

Laser Cutters

Students may use the School's Universal Laser Systems X-Class 60-watt CO₂ Lasers, housed in the SoA Laboratory, for model making and processing of materials. Students are required to attend a mandatory orientation for the operation of the laser cutters in order to obtain a login id for the system. Lasers are available for use anytime that the SoA Laboratory is open for SoA undergraduates and 24/7 for graduate level SoA students. Laser Cutter appointments are made through an on-line scheduler after the completion of the mandatory orientation.

Computerized Router Table

Also housed in the SoA Laboratory is the Precix 4600 Computerized Router Table. Students can use the router table to make models and process materials if they are currently in, or have completed certain studios or seminars that offer instruction in the use of the Precix router. All files must be checked by qualified Shop Staff or Student Shop Monitors trained in its use. All the necessary software

needed to run the Precix 4600 Computerized Router can be found in the Computer Laboratory located on the School of Architecture's ground floor. Router appointments are made through an on-line scheduler once students are trained in its use or through qualified Shop Staff.

3-D Systems Z-650 3-D Printer

The SoA Laboratory also houses the 3-D Systems Z-650 3-D Printer. It utilizes a gypsum based build material impregnated with a binder to "print" 3-D models. It has a build capability of approximately 10" (W) X 15" (D) X 8" (H). There is a materials use charge for any models or parts printed and quotes are given and must be agreed to prior to a print being run. Please see Shop Supervisory personnel for any additional information in regards to usage and cost for specific projects.

Library

Hours

Academic Year

Monday – Friday	9:00 a.m. to 11:45 p.m.
Saturday	10:00 a.m. to 11:45 p.m.
Sunday	1:00 p.m. to 11:45 p.m.

Summer

Monday – Friday	9:00 a.m. to 5:00 p.m.
Saturday & Sunday	Closed

Contact Information

Library Email: ues@princeton.edu

Architecture Librarian: Gabriella Karl-Johnson, gjk@princeton.edu

Phone: 609-258-3256

Website: <http://archlib.princeton.edu/>

The SoA Library opened in 1964 as the Library for Urban and Environmental Studies, with the Bureau of Urban Research constituting its charter collection. Today, the library, still familiarly referred to as UES, is one of fourteen libraries within the Princeton University Library system. The collection's strengths include modern and contemporary architecture and urban design, architectural history, theory, and practice. Additionally, the Library supports green design, sustainable architecture, social factors in design, architecture and the visual arts, architecture in developing countries, landscape architecture and building technology. Together, with the resources housed throughout the Princeton University Libraries, the SoA Library provides access to a comprehensive collection supporting the fields of architecture, architectural research and theory, urban planning and design.

Collections

Among the SoA Library holdings are more than 35,000 volumes on-site with thousands more in the Library's Annex and ReCAP off-site locations. The SoA Library subscribes to a suite of online architectural, design, and engineering databases, online image collections, and is developing a collection of architecture and urban studies related DVDs. The Library subscribes to more than 350 domestic and foreign periodicals, ranging from professional practice and design titles to academic journals and peer institutional publications. A small collection of rare materials and SoA senior theses, known as the Librarian's Office Collection, is available for restricted use.

Collections of interest beyond the SoA Library include the Marquand Library with some 400,000 volumes on all aspects of archaeology and art; the Stokes Library for Public and International Affairs and its Population Research Collection; the Engineering Library with its technical and civil engineering resources; and, the Digital Map and Geospatial Information Center (GIS) in the Fine Hall Annex.

Circulation Policies

The SoA Library is a fully circulating collection. Depending on one's status, patrons may borrow ten or twenty titles at any one time for a four-week period. Materials may be renewed but are subject to recall. Overdue materials are generally fined \$0.25 per day and a patron's account is blocked when \$20 have accrued in fines. Fines for recalled material or overdue reserves are higher.

Research Services

The Library offers focused orientations for incoming M.Arch. and Ph.D. students each fall, a number of classes on research methodologies, citation management systems, and one-on-one tutorials. Of particular note is the Senior Thesis Research Tutorial. Each fall, the Librarian meets with all seniors, individually, as they embark on their thesis research, ensuring that a well-developed research strategy is mapped out and all relevant PU, regional, and if applicable, collections abroad are identified. Typically, a web guide or subject guide is developed specifically for each senior research topic.

Student Shelves & Carrels

Students may register for a shelf or carrel for an academic year. Student shelves are available on a first come, first serve basis while library study carrels are reserved for undergraduate seniors or advanced Masters students working on written theses. Each carrel includes a book shelf and lockable storage unit for smaller personal items. Materials are charged to carrels and hold shelves for the duration of the entire academic year and are not to be taken from the library.

The Marquand Library has a reading room specifically for the use of SoA students. SoA Ph.D. students may request a personal Ph.D. carrel in that room by contacting the SoA Librarian. All SoA students may request a shelf for Marquand Library materials in this space. All carrels and shelves are available on a first come, first serve basis.

Computing

Hours

The computing facilities are open 24 hours a day 7 days a week year round. Princeton ID is required for building access after normal hours.

Contact Information

Erik Johnston, IT Manager
Email: erik@princeton.edu
Phone: 258-2250

Eric Altman, IT Support
Email: altman@princeton.edu

Computing Facilities

The following policies should be observed while using the School's computing facilities:

- Students should conduct themselves as they would in a library.
- Please report all computer related problems to School's IT staff immediately at: archcomp@princeton.edu. Please include the name of the computer and a description of the problem.
- Take all personal belongings with you when you leave the classroom. You may leave resources at your workstation if you are in the middle of a project and leave momentarily.
- Please discard all scrap paper and draft prints into the yellow recycling bin. You are responsible for cleaning up after yourself. All paper on the floor or left on the tables for more than one day will be discarded.
- Eating and drinking in our computing facilities is discouraged. If you bring food or beverages into the computer classroom please discard all waste and clean up any spills.
- Personal folders and files are not to be saved to the hard drives on any of the computers in the classroom. All personal files will be deleted periodically.
- Virus protection software should remain enabled on all machines at all times: No exceptions. Media brought into the classroom should be virus free.
- The School's computer facilities are for SoA-related design work only. E-mail, word-processing and web searches are permitted but must yield to architectural design projects. At no time should audio, video or other recreational files or applications be downloaded to the machines in the classroom.
- Plotters should be used to print large-scale drawings only. Text documents should be printed to the Xerox laser printers.
- All computers, monitors, computer accessories, manuals, and chairs are the property of the School of Architecture and belong in the computer classroom at all times.

The School's IT manager reserves the right to restrict access to the School's computing equipment in the event that a major problem occurs. In addition, the classroom may be closed at certain, announced times for regular maintenance. No one will be permitted to enter the classroom during this time. This restriction may include access to the printers. Additionally, the IT staff will not hand out or support unlicensed copies of software.

Network and Support Services

Princeton University's Office of Information Technology (OIT) offers hardware repair service through the Help Desk.

In order to use the School's software, access the Internet, share files, and print to the plotters, students are required to maintain a network connection at their desks. Each studio desk has access to a robust wireless network and a network access point. Additionally, students must register their computers with the University through a program called Dormnet.

For information about current fees and setting up a computer or mobile device on the University network, please see:

<http://helpdesk.princeton.edu/kb/display.plx?ID=3020>.

Failure to follow usage guidelines will result in the termination of the student's network connection: <http://web.princeton.edu/sites/guidelines/>.

Software Usage and Support

The School supplies multiple pieces of software, around-the-clock use of our private, high-end computer classrooms, plotting (including paper and ink), and software support during normal business hours (including technical and design support).

The School cannot guarantee that students will receive support for software related problems if they are running unauthorized or "pirated" software on their computers. This policy is necessary due to legal restrictions and to ensure efficient computer support for all students.

Printing Policies and Fees

Undergraduate and M. Arch. students will be charged for all printing activities at the School of Architecture. The Dean provides each student with a \$150.00 allowance at the beginning of the year. Students can send a request to have additional funds added to their printing accounts. Requests should be sent via email to both Camn Castens (ccastens@princeton.edu) and Erik Johnston (archcomp@princeton.edu). You can use a personal check or student account debit to add funds to your Equitrac account. The pricing schedule is as follows: *(subject to change)*

Source	Cost	
Plotting	\$.50 per square foot	
Laser printing to Xerox Phaser 7800	\$.05 Letter	\$.10 Tabloid

42" plain bond plotter paper, letter and tabloid paper will be provided by the School. You may insert upgraded paper types into the printers at your expense. The \$150 initial allowance is meant to cover incidental prints and printing errors (paper jams, bad print images, etc.). Please do not ask for a refund on your printing jobs.

In order to print from a personal computer, all Windows and Mac users will be required to download and install the Equitrac client from the directory on the server ARC.

Plotting Tips

- The smaller your file size is, the faster it will print. The total file size, including linked images should not exceed 100MB. The smaller your image resolution the faster your file will print. Keep all images at 100 DPI. You will not notice a difference between 100 and 300 DPI but the plotter will!
- Plot all files from the local hard drive. Do NOT print files that are opened from a network drive or USB flash drive. Print jobs that are sent from a newtwork will print uch slower and your data could become corrupted.
- Don't assume that an ERROR message in the Windows Print Queue means that your file will not print. Be patient. Chances are there is NOT an error. Do not cancel the job from the queue on the plotter.
- Most often it is best to print in RGB color profile not CMYK. You will most likely get better color matching using RGB.
- Don't check "Choose paper source by PDF size". In most cases, the actual printed size will not match the preview.
- Don't wait until the day of your project deadline to start plotting! Assume there will be problems and remember there will be many people trying to print then. Try to start plotting at least 24 hours before your deadline.
- In most cases, it is best to convert your final copy to a PDF file and print from Adobe Acrobat. If this is not possible, the next best option is to use the native file format and follow these tips:
- Plotting from Photoshop
 - Flatten all of your layers before printing. This will reduce the time it takes to spool the file.
 - In the printer driver set coding to ASCII encoding not Binary.
 - Do not check the Auto Rotate option in the printer driver. Your file may come out cropped.
 - Don't check "Choose paper source by PDF size". The actual printed size may not match the preview size.

- Print your image as a TIFF file.
- Plotting from InDesign
 - Keep all imported images at the same resolution and avoid manipulating your images after you have imported them. This will significantly increase your spooling speed.
 - Do not check the Auto Rotate option in the printer driver. Your file may come out cropped.
 - Don't check "Choose paper source by PDF size". The actual printed size may not match the preview size.
 - In the printer driver, under the graphics tab, change the option from Optimized Sub-Sampling to All.

Additional Requirements for M. Arch. Students

The School of Architecture requires all incoming M.Arch. students to own and maintain a computer at their desk, for the duration of their enrollment, as part of the basic equipment necessary for the education of an architect. The School takes no responsibility for computer equipment that is damaged or stolen while in the building. Students are strongly encouraged to use a cable lock to secure their computer equipment to their desks. Students will be charged a computer resource fee each semester. This can be paid by check or charged to your student account. For questions or to make payment, please contact Camn Castens (ccastens@princeton.edu).

Student computers must meet minimum requirements as outlined in this memorandum. For an annual fee of \$350, the School of Architecture supplies drafting software, around-the-clock use of our private computer lab, unlimited access to plotting and software support during normal business hours. The \$350 fee can be paid in two installments of \$175 at the beginning of each semester.

The School strongly recommends that students purchase a desktop PC. The small displays provided by notebook and laptop computers make designing difficult. Therefore, if you plan to use a notebook computer, the School is recommending that you purchase a separate, 21" or larger display to keep in the studio.

Apple computers may be used at the School and access the network, however, they must have an Intel processor if you intend to run Windows-based software. The School may not provide licenses for OS-X-based software. You will also have to purchase Microsoft Windows Operating System separately.

In addition, students are required to purchase a warranty that will cover service for their computer for the period of time they are enrolled at the School. The School takes no responsibility for computer equipment that is damaged, defective, or stolen while in the building. Students are required to use a cable lock to secure their computer equipment to their desks.

Please note that the supported operating systems are 64bit Windows 7, 8 or 10 Professional or Ultimate. The School cannot guarantee that students will receive support for software related problems if they are running unauthorized software on their computers. This policy is necessary because the use of non-supported software can create a situation in which a computer's malfunction is extremely time-consuming to diagnose.

An orientation will be offered at the beginning of the year to explain how to access software and printing resources. The IT manager and IT staff are available Monday – Friday during normal business hours to offer technical support. In addition, the University offers a 24/7 helpdesk (258-HELP) and an extensive knowledge base on the University's website.

Archive and AV Resources

Hours

Monday to Friday	8:45 a.m. to 5:00 p.m.
Saturday & Sunday	Closed

Contact Information

Daniel Claro, Archives and Digital Initiatives Manager 609-258-5904

dclaro@princeton.edu

<http://soa.princeton.edu/zone/vrc>

<http://soa.princeton.edu/zone/archive>

Located on the ground floor of the Architecture Building (S-11), the Archive and AV Resources office administers the SoA website and [some] related web channels; the Digital Exhibition Gallery; AV equipment loans and the photo studio; the School's archival multimedia collections (image, audio, video, works on paper); historic faculty/staff administrative files; and the Student Group Workspace.

SoA website

At this time, SoA web content extends across Facebook, Vimeo, ISSUU, iTunes U, the SoA website, and related microsites such as M+M, CAUI, C.H.A.O.S. Lab, Radical Pedagogies, Attention, Pidgin, and the Princeton-Mellon Initiative for Architecture, Urbanism, and the Humanities.

The current Drupal website launched in 2013. Utilizing an image-based interface to visualize the School, its grid, composed of "cells," reflects an egalitarian approach to authorship that allows SoA students, faculty and staff to freely add/edit content. A tree-like navigational structure is available in the menu at top left, yet content is organized with filters: subject zones, author tags, theme tags, and chronology. Content can be situated in external or internal layers, as well. Since new content does not replace or write over previous content, the site functions as an archive. This database-heavy design was meant to illustrate connections between faculty, students, work, events, staff, and the Princeton University context. **To contribute to the site and see internal content, students should simply log-in (verification typically takes 24 hours or less).**

Digital Exhibition Gallery

The School's exhibition gallery, looking out on McCosh Walk, hosts multimedia exhibitions throughout the academic year. Projectors run from 9 a.m. to 9 p.m. all week (including weekends). Exhibitions include overviews of contemporary

architects' work, artists' installations, and research-based shows. Throughout the year, the gallery is also used for receptions, thesis juries, pin-ups, and student projects.

<http://soa.princeton.edu/zone/exhibitions>

AV equipment loans and the photo studio

The School maintains and circulates a limited number of DSLR cameras, lenses, camcorders, digital audio recorders, tripods, digital/analog projectors, and a photo room equipped with three backdrops (black/white/green) and a variety of light fixtures. To borrow equipment, SoA students must first sign the School's Equipment Loan Agreement. To retain borrowing privileges, students must return equipment promptly and in good order. Loans are typically for one day or one night only, unless by arrangement. Suggestions for new equipment are welcomed.

Architecture Collections Overview

The Image Collection includes analog and digital content. Approximately 64,000 35mm teaching slides cover American and western European architecture from the 19th and 20th centuries. Digital image holdings include slide scans, born digital teaching images, photography of exhibitions and studio reviews, and student work. Digital images from the SoA and other repositories on campus are available to search and download for research and class presentations in Almagest, Princeton's online media catalog, and Artstor Digital Library, a digital archive containing over two million images from 290 collections, including Princeton-specific holdings.

The Audio-Visual Collection—about 1300 analog cassette tapes, VHS, MiniDV and Hi-8 video tapes—includes recording of lectures, conferences and public reviews held at the School of Architecture from 1975 to the present. Video recordings from events since 2009 are available on iTunes U, Vimeo, and the SoA website. Older recordings, on cassette tape, are digitized on request and as time permits. A FileMaker Pro database is available so that patrons can search the catalog.

The Student Work Collection contains approximately 600 studio and thesis projects from c.1920s through c. 1969. Between the 1920s and 1980, undergraduate and graduate students documented studio and thesis projects by submitting hand-illustrated 30"x40" (or larger) boards to the School. These projects reflect the shifting pedagogical focus of Princeton Architecture faculty, including Jean Labatut, Neville Epstein, Robert Geddes, Alan Chimacoff, and Michael Graves. Most of these early MFA thesis and studio projects by students like Charles Moore, Hugh Hardy, and Robert Venturi are now digitized thanks to the generous support of the David A. Gardner '69 Fund in the Humanities Council. As part of that project, we built a FileMaker database to allow visitors to search the catalog and view digital images for work up to 1970. Later projects, documented on slide film and born-digital since the early 2000s, are slowly being

catalogued although the images are readily available. This archive serves as a reference tool for faculty and students. As we add new student work to the SoA website, we will also include archival projects to provide context and connect with alumni.

The SoA Archive is a repository of faculty collections, administrative records from 1930 to the present, syllabi, models, works on paper, and miscellaneous objects. At present, there is material related to two faculty members: Jean Labatut (1899-1986) and Martin L. Beck (1900-1989). The Labatut Collection includes papers, 35mm and lantern slides, films, blueprints, drawings, project files, and student works donated to the School by Professor Jean Labatut, Chief Design Critic and Director of Graduate Studies from 1928 to 1967. The Beck Collection consists of personal and professional files from 1925 to 1980. A 1928 graduate from Princeton's School of Architecture, Martin L. Beck taught at the School until the war effort pulled him away on government contracts in the 1940s. His papers include lecture notes, slides, sketchbooks, plans and photos, and correspondence. These faculty collections remain uncatalogued at this time, but substantial materials from the Labatut collection [and the School] are available in the Department of Rare Books and Special Collections' Manuscript Division (Firestone Library) and the Princeton University Archives and the Public Policy Papers (Seely G. Mudd Manuscript Library). The SoA object collection includes framed drawings by Frank Gehry, Robert Venturi, Jean Labatut, models used in Victor Olgyay's book *Design with Climate* (1963) and a pair of drawings Le Corbusier executed in chalk on 18-foot-long rolls of tracing paper while lecturing in Princeton in 1935.

Student Group Workspace

Recognized student groups in the School of Architecture can freely use the meeting/workspace in S-11. This space is available anytime for group-related activity. To begin using the space, groups must first sign up for SALTO keycard access by emailing a list of group members to dclaro at princeton.edu. To retain access to the Student Group Program Space, students must abide by the terms of use outlined in the Program Space Policy:

<http://soa.princeton.edu/content/student-group-workspace>

Urban Studies Program

Program Director: Douglas S. Massey

Executive Committee

Sigrid Adriaenssens, Civil and Environmental Engineering

Lucia Allais, Architecture

Stanley T. Allen, Architecture

Bruno M. Carvalho, Spanish and Portuguese Languages and Cultures

Maria E. Garlock, Civil and Environmental Engineering

Alison E. Isenberg, History

Douglas S. Massey, Woodrow Wilson School, Sociology

Gyan Prakash, History

Program Coordinator

Val Fitzpatrick

<http://urbanstudies.princeton.edu/home.html>

The Program in Urban Studies is an interdepartmental plan of study for undergraduates that offers an interdisciplinary framework for the study of cities, metropolitan regions, and urban and suburban landscapes. With courses in diverse departments, including Art and Archaeology, Classics, and Music along with Architecture, the Woodrow Wilson School, Politics, and Civil and Environmental Engineering, the Program encourages students to think about metropolitan centers in all their complexity - as physical spaces, social, cultural, political, and economic nexuses, and historical artifacts.

Along with Urban Studies (URB 201), which students must pass with a grade of B or above, students must complete three approved Urban Studies elective courses. These courses must be in addition to coursework taken to fulfill a requirement in a student's concentration, though they may be used to fulfill distribution requirements. Each course must be from a different division of the University (natural sciences, engineering, social sciences, or the humanities) and no elective course may come from the student's concentration. To be counted toward the certificate, all courses must be taken for a grade. For information regarding approved program electives see the website or contact the program coordinator.

While Urban Studies students' senior theses will be written in their home departments, their work must contain an urban component, approved by the Program Director and supervised by a member of the Urban Studies faculty. At the end of their senior year, students will participate in a senior thesis colloquium, which will bring students from different departments together to discuss their urban-related thesis research and present results to each other and to interested

faculty members. A prize will be awarded annually to the best thesis in an urban subject.

Program in Media and Modernity

Media and Modernity Program Directors

Beatriz Colomina, Architecture

Hal Foster, Art and Archaeology

Executive Committee

Lucia Allais, Architecture

Eduardo L. Cadava, English

Brigid Doherty, German and Art and Archaeology

Ruben Gallo, Spanish and Portuguese

Thomas Y. Levin, German

Spyros Papapetros, Architecture

Anson Rabinbach, History

The Program in Media and Modernity promotes the inter-disciplinary study of the unique cultural formations that came to prominence during the last century, with special attention paid to the interplay between culture and technology, centering on architecture, art, film, photography, literature, philosophy, music, history, and media from radio to information technology. It draws on the rich human and material resources that exist at Princeton and provides a focus and forum for research and teaching in the spaces, texts, media, and modernities of the 20th century. The program offers a graduate certificate and collaborative teaching, learning, and research opportunities centered on team-taught seminars and cross-disciplinary colloquia.

Students obtain certification by fulfilling the following requirements:

1. Participation in one of the program's team-taught seminars.
2. Enrollment in at least two additional seminars in 20th-century culture outside the student's home department.
3. Participation in a dissertation colloquium led by the Program's director.

Each year the Program designates a theme or problem that serves as the focus of an interdisciplinary seminar and a major conference. The themes are chosen for their capacity to frame new approaches to research and teaching on 20th-century culture. They engage issues that rarely become a central focus within established fields, yet provide a productive perspective when played back onto these fields. Past themes have been surveillance, sound, little magazines of the 60s and 70s, and the exchange between art and architecture. The Program offers one seminar each year, co-taught by scholars from different fields, which focuses on that year's theme. Every seminar is oriented toward the production of an event (such as a conference or exhibition), a publication, a web site, or a media project. The Program, often in collaboration with other departments, programs, and centers at Princeton, sponsors a wide range of events on the year's theme.

An interdisciplinary seminar, MOD 500: Topics in Media and Modernity, is co-taught by program faculty and is devoted to a particular theme in media and modernity. Topics change yearly.

For more information on the program, and on related courses in other departments, see the Programs Coordinator or visit the website for Media and Modernity at: <http://mediamodernity.princeton.edu/index.php>

Center for Architecture, Urbanism, and Infrastructure (CAUI)

Director

Stanley T. Allen, School of Architecture
Alejandro Zaera-Polo, Acting Director (2015-16)

Executive Committee

D. Graham Burnett, History
Douglas Massey, Woodrow Wilson School
Guy Nordenson, School of Architecture
Esteban Rossi-Hansberg, Woodrow Wilson School
James Smith, Civil and Environmental Engineering
Alejandro Zaera-Polo, School of Architecture

<http://caui.princeton.edu/>

At the beginning of the twentieth century, approximately 10% of the world's population lived in cities; today, more than 75% live in urbanized areas. Urbanization is not only a global phenomenon of physical and cultural restructuring—it has itself become a spatial effect of the distributed networks of communication, resources, finance and migration that characterize contemporary life. The emergence of this global urban culture has had complicated aesthetic, economic, physical, political and social effects, many of which are still little studied or understood. By putting such effects within an interdisciplinary context, the Center for Architecture, Urbanism and Infrastructure hopes to advance our understanding of them, while also probing unforeseen possibilities that they may provide.

CAUI was established as a research center to provide a collective site for an increasingly important area of interdisciplinary research across the University. As reflected in the University's course offerings, Princeton has long recognized that cities offer a critical, cohesive tableau for researching anthropology, archaeology, architecture, art, civil engineering, economics, history, literature, politics, religion, sociology, and the environment. The Center offers a focused venue for sharing collective research, while also providing a platform for expanding it. It enables the School to enhance its teaching, research, and public programs dedicated to urban issues. The Center hosts a coordinated series of symposia, conferences, publications, working sessions, and public dialogues, as well as support for collective research. For more information, please visit the Center's website at: <http://caui.princeton.edu>.

NAAB Statement

National Architectural Accrediting Board (NAAB)

In the United States, most registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board (NAAB), which is the sole agency authorized to accredit professional degree programs in architecture offered by institutions with U.S. regional accreditation, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A program may be granted an eight-year, three-year, or two-year term of accreditation, depending on the extent of its conformance with established educational standards. Doctor of Architecture and Master of Architecture degree programs may require a preprofessional undergraduate degree in architecture for admission. However, the preprofessional degree is not, by itself, recognized as an accredited degree.

Princeton University School of Architecture offers the following NAAB-accredited degree program(s): (If an institution offers more than one track for an M. Arch. or D. Arch. based on the type of undergraduate/preparatory education required, all tracks should be listed separately.)

Master of Architecture (non-preprofessional degree + 108 graduate credit hours)

Master of Architecture (preprofessional degree + 72 graduate credit hours)

Next accreditation visit for all programs: 2023

In order to promote transparency in the process of accreditation in architecture education, the following documents are available to the public in the Dean's Office, located at S-110 Architecture Building:

- Annual Reports
- NAAB responses to the Annual Reports
- Final decision letter from the NAAB
- Architecture Program Report (2014-2015)
- Visiting Team Report (2015)

Also available are the NAAB [2014 Conditions for Accreditation](#) and the [2012 Procedures for Accreditation](#).

Undergraduate Program

The undergraduate program at the School of Architecture is known for its rigorous interdisciplinary approach to pre-professional education. The four-year undergraduate program leads to an A.B. with a concentration in architecture and offers an introduction to the discipline of architecture within the framework of a liberal arts curriculum. The program prepares students for a graduate program in architecture or other related disciplines such as landscape architecture, urban planning, historic preservation, civil engineering, art history, and the visual arts.

Prerequisites

ARC 203 Introduction to Architectural Thinking
ARC 204 Introduction to Architectural Design

Course Requirements (Departmentals)

History & Theory of Architecture

ARC 403

2 Electives

History & Theory of Urbanism & Landscape

2 Electives

Art and Archaeology

1 Upper Level Course

Building Technology

ARC 311

1 Elective

Design Seminars

Junior Independent Work (2 Semesters)

ARC 404

1 Elective

Independent Work

At Princeton, students are required to complete independent work in each semester of their junior and senior years. During the junior year, independent work is fulfilled by completing the fall and spring design studios. During the senior year, independent work is fulfilled by researching and writing the senior thesis.

Thesis

The senior thesis is a detailed project, presenting a well-argued piece of research on a precise architectural theme, and may include a substantial amount and variety of visual materials (including any of several forms of representation: architectural drawings, models, video, photographs, and computer-generated images). The relative proportion of written to visual material for each student must be agreed upon with the advisor and thesis committee. The final presentation and oral

defense of the senior thesis in the spring will constitute a section of the departmental examination.

During the first weeks of the academic year, seniors should begin thinking about possible thesis topics and advisors. After they have been assigned their individual advisor, students work independently on their specific thesis project. Students will also have the chance to present part of their research in ARC 403 and in writing workshops in the fall semester of their senior year.

Thesis Schedule

Subject to change. For any questions, see the Academic Programs Administrator.

Fall Term

October – Funding Proposals Due to ODOC

- See <https://odoc.princeton.edu/support/senior-thesis-funding> for additional information or email thesis@princeton.edu

Week 10 – Preliminary Abstract & Choice of Advisor

- Submit a three page proposal of the anticipated thesis topic, including research methods, a one page bibliography, and first, second, and third choice for an advisor.
- Seniors are not limited to faculty within the School of Architecture for advisors, but they are expected to coordinate with the outside advisor before submitting their name.
- Students are not guaranteed to receive their first choice of an advisor. The final decision will be made by the Departmental Representative in consultation with the professors of the thesis seminar.

Week 11 - Advisor Announcement

- Throughout the academic year, seniors should attend regular weekly meetings with their thesis advisors. Advisors and students should arrange a schedule for submission of drafts and illustrations.

Dean's Date - Fifteen Pages of Thesis Due

- Submit a 15-page research document containing substantial thesis research conducted throughout the fall semester, as well as an outline of research methodology and annotated bibliography.

Spring Term

Week 5 - Second Reader Choice

- Students should discuss choice of second reader with advisor. Second readers may be from outside the School of Architecture.
- Submit the three names to the Programs Coordinator by 12:00 pm.

Week 7 - Thesis Draft Due

- Students should submit a complete draft (unbound) of the thesis to the Programs Coordinator to be read and revised by the student's thesis advisor.

Week 11 - Thesis Due

- Submit two bound copies, one pdf, and one word document to the Programs Coordinator no later than 5PM.
- One copy will be given to the advisor, but will need to be returned to the School of Architecture Library after the oral exam. The other copy will be given to the second reader, and can be returned to the student after the oral exam.
- The pdf copy should be properly formatted for Mudd Library (see "Formatting and Binding Information" below).
- The word document should contain no images or special formatting

Week 12 – Abstract and Images Due

- Submit an abstract and four images documenting the thesis (see studio and thesis documentation on page 19).
- Students will be assigned a grade of incomplete if the images and abstract are not received. This can delay graduation.

Reading Period - Senior Departmental Exam (Oral Exams)

Late Thesis Submissions

Please do not underestimate the time necessary for acquiring or producing illustrations, and for proofreading, printing and binding.

A penalty of one-third letter grade per day will be applied to late submissions. A thesis is considered late if:

- Fewer than four copies are submitted.
- The honor statement is missing or is not signed.
- It has no page numbers.
- It is submitted after 5:00PM on the due date.

Extensions for submission of thesis will be granted only in the most extreme cases. Requests for extensions must be directed to the Departmental Representative and approved by the thesis advisor. After the University deadline, only the Dean of the College may authorize extensions. Please note: Last minute computer difficulties or oversleeping do not constitute extreme cases.

Thesis Guidelines

The thesis should be no less than 20,000 words in length, and it is suggested that the thesis not exceed 25,000 words.

Format for Mudd Library Copy

- Must be a pdf
- Images within the text should be reduced to a reasonable size to keep the total file size down
- No specific format is required

Format for Word Document Copy

- Standard font, 10-12 point, 1 inch margins
- No images
- No special formatting
- Document should only contain the thesis text

Bound copies created for the SoA Library, advisors, readers or the students themselves do not need to follow any particular format and may be more technical and elaborate in their design.

Required Features

Title page

- This page should contain the title, name of author, date, the names of the advisor and second reader, and the following statement:
“A senior thesis submitted to the School of Architecture of Princeton University in partial fulfillment of the requirements for the degree of Bachelor of Arts in Architecture.”

Honor Pledge:

“This paper represents my own work in accordance with University regulations.”
- *Student Signature*

Citations

- Provide complete and correct information in the footnotes or endnotes and in the bibliography, using the guidelines established by the 16th edition of The Chicago Manual of Style.
- Provide captions for all illustrations and list all necessary credits with the caption or at the end of the thesis.

Optional Features

Dedication

- A preface, acknowledgment or dedication is optional, and if used should precede the table of contents.

Table of Contents

Prizes and Honors

Departmental Honors

Honors are awarded at graduation by the concentration department. The degree may be awarded with honors, high honors, or highest honors. The School of Architecture determines honors on the basis of the grades received in a student's departmental courses, independent work, senior thesis and senior departmental exam. The weighting is as follows:

- Departmental GPA: 30%
- Junior Independent Work (fall semester): 10%
- Junior Independent Work (spring semester): 10%
- ARC 404: 10%
- Senior Thesis: 35%
- Senior Thesis Exam: 5%

School of Architecture Prizes

Joseph Sanford Shanley '17 Memorial Prize in Architecture

This prize is awarded to an outstanding graduating senior for travel and research. Faculty members will recommend students to the Departmental Representative to apply for this prize. The selected students will be asked to submit anonymous proposals to the Awards Committee. The winner will be invited back to the School the next academic term to make a public presentation on the travel and research completed using the prize monies.

William Feay Shellman Travel Fund

A prize is to be given to a junior or senior who excels in drawing and drafting. The award will be granted for travel, preferably to Europe, with the expectation that the itinerary focus on buildings and gardens. Interested students will be asked to submit portfolios and proposals in early April. The winners will be invited back to the School the next academic term to make a public presentation on the travel and research completed using the prize monies.

Thesis Prizes

School of Architecture Senior Thesis Prize

This prize will be awarded to the senior who has written the most outstanding thesis.

Urban Studies Thesis Prize

This prize will be awarded to the senior who has written the most outstanding thesis involving an urban topic.

Frederick Barnard White Prize in Architecture

This prize is offered by the Department of Art and Archaeology to the best senior thesis with an architectural theme.

André Maman Senior Thesis Prize

This is a senior thesis prize awarded by the French and Italian Department for an outstanding senior thesis on the culture, economy, history, politics or society of France.

Grace May Tilton Prize in Fine Arts

Given by the American Studies Department, this prize is an award for an outstanding thesis that must deal wholly or principally with some aspect of the fine arts or crafts, past or present, within the territory now embraced by the United States, or elsewhere in the Americas.

University Center for Human Values Senior Thesis Prize

A prize will be awarded to the senior who has written the most outstanding thesis in the area of ethics and human values by the Philosophy Department.

American Society of the Italian Legion of Merits Senior Thesis Prize

The Department of French and Italian award for the most outstanding senior thesis in the area of Italian studies.

John Martyn Warbeke 1903 Senior Thesis Prize

A prize awarded by the Philosophy Department to the senior who has done the most distinguished work in the field of aesthetics.

Strayer Senior Thesis Prize

This prize is awarded by Medieval Studies to the best thesis dealing with Medieval Studies.

Carolyn L. Drucker Senior Thesis Prize

A prize awarded by Judaic Studies to the best Senior Thesis on a Judaic Studies topic.

Program in Near Eastern Studies Senior Thesis Prize

A prize awarded by Near Eastern Studies to the best senior thesis on a topic involving the Near East.

Richard D. Challenger Senior Thesis Prize

The Committee for Canadian Studies award for a superior thesis on a topic of substantial relevance to Canadian culture, themes, experience, or issues.

Stanley J. Stein Senior Thesis Prize

The prize awarded by the Program in Latin American Studies for the best thesis written on a topic involving Latin America. Primary sources in Spanish, Portuguese, or French must constitute more than 50% of all citations.

Peter W. Stroh '51 Senior Thesis Prize

The Princeton Environmental Institute awards this prize for the best thesis on an environmental topic.

Leigh Buchanan Bienen and Henry S. Bienen Senior Thesis Prize

The East Asian Studies Department and Program award for the most outstanding thesis on an East Asian topic. The senior thesis must be based on extensive and appropriate sources in Chinese, Japanese, or Korean as well as Western language materials.

Kenneth Maxwell Senior Thesis Prize

The Program in Latin American Studies award for the best thesis related to Brazil.

Study Abroad

Architecture concentrators normally complete study abroad during the spring semester of the junior year. Students interested in study abroad should attend a meeting with the Dep. Rep. and Academic Programs Administrator early in the fall to begin planning. Students must be in good academic standing (at least a 3.0 GPA) with adequate degree progress (on track to have completed at least 20 courses by the end of the fall semester) to be approved for study abroad.

Study abroad is conducted through the University, and detailed information can be found on the Office of International Programs website: <http://www.princeton.edu/oip/sap/>.

Study abroad programs and courses must be pre-approved. Upon completion of the semester abroad, students will submit a transcript to the Office of International Programs (OIP) to receive credit for their coursework. If independent work is completed during study abroad, students should be prepared to present their work to the Departmental Representative upon their return.

University Policy and Procedure

For questions concerning Princeton University policies for undergraduate students not addressed in this handbook, please see the undergraduate announcement: <http://www.princeton.edu/ua/>.

M. Arch Programs

Program Requirements

3-Year Professional Program

I. Design Studios and Seminars

- A. ARC 501: Architecture Design Studio, fall
- B. ARC 502: Architecture Design Studio, spring
- C. ARC 503 or 504: Integrated Building Studio, fall or spring
- D. Two vertical studios (ARC 505a-c and/or ARC 506a-c)
- E. ARC 508: M.Arch Thesis Studio
- F. ARC 547: Introduction to Formal Analysis

II. History and Theory

- A. One course with a focus in 18th/19th century architectural history
- B. One course with a focus in 20th century architectural history
- C. One course with a focus in urbanism and landscape architecture
- D. Three additional History and Theory courses (any level)

III. Building Technology

- A. ARC 509: Integrated Building Systems
- B. ARC 510: Structural Analysis for Architecture
- C. ARC 511: Structural Design
- D. ARC 514: Environmental Engineering of Buildings, Part I
- E. ARC 515: Environmental Engineering of Buildings, Part II
- F. One additional Building Technology course (any level)

IV. Legal and Business: ARC 562: The Professional Practice of Architecture

V. Electives: Four courses (any level)

Advanced Standing in the Professional Program

I. Design Studios and Seminars

- A. ARC 503 or 504: Integrated Building Studio, fall or spring
- B. Two vertical studios (ARC 505a-c and/or ARC 506a-c)
- C. ARC 508: M.Arch Thesis Studio

II. History and Theory

- A. One course with a focus in 18th/19th century architectural history
- B. One course with a focus in 20th century architectural history
- C. One course with a focus in urbanism and landscape architecture
- D. Two additional History and Theory courses (any level)

III. Building Technology

- A. ARC 511: Structural Design
- B. ARC 515: Environmental Engineering of Buildings, Part II
- C. One additional Building Technology course (any level)

IV. Legal and Business: ARC 562: The Professional Practice of Architecture

V. Electives: Three courses (any level)

Post-Professional Program

I. Design Studios and Seminars

A. Two studios (503 or 504 and/or ARC 505a-c and/or ARC 506a-c)

B. ARC 507

II. History and Theory: Four History and Theory courses (any level)

III. Building Technology: One Building Technology course (any level)

IV. Electives: Three courses (any level)

Electives and Scheduling

Any relevant courses in the University may be used to fulfill electives; however, students are encouraged to take courses that are 300 level and above. The School makes every effort to avoid scheduling conflicts of mandatory courses; however, when choosing classes, students should anticipate unavoidable scheduling conflicts and consider dispersing requirements across their time in the program so as to avoid scheduling conflicts.

Exemptions

Depending on the student's prior education or experience, exemption from certain courses may be obtained, on an individual basis, by application to the DGS. Such exemptions, when granted, are recorded in the student's file. Exemptions from particular courses do not reduce the number of courses required in each of the designated areas of study but allow for more flexibility within the area of distribution.

Reading Courses

It is possible for a student to engage in an Independent Reading Course if the student's subject of interest is not offered in an available University course. Students may NOT take an existing course as a Reading Course simply because it does not fit into their schedule.

Proposal forms can be found with the academic forms on the Graduate School website: <http://www.princeton.edu/gradschool/forms/acadforms/>.

The guidelines for Reading Courses are as follows:

- All proposals for Reading Courses must be submitted to the DGS and the proposed advisor at least two weeks before the first week of classes.
- No student may pursue more than one Reading Course in any single academic year.
- Each proposal, to be prepared and submitted by the student, should include a complete description of the purpose and context of the course, reading list, program of work to be pursued with a schedule for its completion, and description of the final product of that work. No proposal will be accepted for consideration if all of these objectives are not

clearly stated. Students should discuss all parts of their proposals with the instructor well in advance.

- Faculty members are not obligated to accept Reading Courses. Evaluation of appropriateness of content, structure and participation in a Reading Course will be up to the faculty member proposed as faculty advisor.
- Reading Courses will receive a grade of pass or fail only. **Students may not receive an incomplete in a Reading Course.**
- Reading Courses are not to be used for normal research connected with a student's thesis, and may not be used to fulfill curriculum distribution requirements, except in unusual circumstances as determined by the course advisor and the DGS. Students should sign up for reading courses only if they have exhausted all other possibilities of studying a particular subject in the context of a seminar.

Grading Practices

The School of Architecture uses a grading scale of A, B, C, D, F. Pluses and minuses may be assigned to grades 'A' through 'C.' Independent reading courses are graded 'pass' or 'fail.' Design studios are graded 'pass' or 'fail' on the student's official transcript; within the School of Architecture, studio grades can have the additional designation of 'low pass' or 'high pass.'

Incomplete Policy

In September 2010, the Graduate School implemented a new policy with regards to incompletes. Students should complete the work of graduate courses, both 500- and 700-level, during the regular academic term in which they are taken. Failure to do so may result in deferred reenrollment, which in turn has an impact on your financial support, registration and course enrollment for the next academic term.

If a student has not turned in the final paper or work for a course within one year after the beginning of the course, the grade in the course will be recorded as an "F."

Additionally, the School of Architecture has adopted several other policies:

- Any student who has compelling reason(s) to receive an incomplete must contact the DGS (and CC the Programs Coordinator) prior to the end of the semester to arrange a new deadline for turning in the final paper or project. Students who do not inform the DGS of their incompletes may automatically be deferred during reenrollment.
- It is the student's responsibility to follow up on any incompletes. Please keep in touch with the instructor to ensure a grade is entered before the end of the spring semester (for fall incompletes) or start of the following academic year (for spring incompletes). Please CC the Programs Coordinator on any emails to the instructor so they can update the Graduate School on the status of your incomplete(s).

- Students may not have any incompletes entering the fall semester. Papers from all incomplete courses must be submitted to the instructor no later than August 15th to allow time for a grade to be assigned before the start of the fall semester.
- Students may not have any incompletes entering their thesis semester.
- Students may not take an incomplete during their thesis semester. Students may opt to delay ONE final paper or project until the week after final reviews. This must be approved by the instructor of the course and the DGS.
- Students may not apply for an AI position if they have an incomplete.

In design studio courses, a student whose work is deemed to be incomplete will be notified by their instructor after the final review. Incomplete studio work must be satisfactorily completed by the first day of classes of the following semester. If this requirement is not met, a student will not be admitted to the succeeding studio. The DGS will recommend to the Dean of the Graduate School that the student's reenrollment be deferred until the work is completed satisfactorily, and for the length of time necessary to permit the student's re-entry at the appropriate place in the design studio sequence.

Studio Grades

Due to the subjective nature of studio work, all design studios are graded on a Pass/Fail basis on the student's official transcript. Within the School of Architecture, studio grades (with the exception of thesis) are recorded as Pass, High Pass and Low Pass (and in exceptional instances, Fail). By convention, the majority of students receive a Pass; a few exceptionally strong projects are recognized as High Pass, and a grade of Low Pass is given if a student is experiencing difficulty. Students in danger of failing or receiving a Low Pass receive written communication from the design studio teacher as soon after the mid-term review as possible. This letter will specify the areas that need improvement, and recommend specific steps that the student can take.

Procedures for Difficulty or Failure in a Design Studio

- Warning - When a faculty member identifies a graduate student in difficulty or in danger of failing a graduate design studio, the faculty member shall notify the DGS.
- Failure - When it is expected that a failing grade shall be given, the instructor will notify the student and the DGS promptly in writing (by the beginning of Reading Period). The faculty evaluation of the student's performance in the studio shall be attached to the memo. If necessary, or if requested by the student, the faculty member assigning the failing grade and the DGS may meet to discuss the situation and procedures.
- Appeal Procedure -A student expected to receive a failing grade in a studio may request an "appeal review" of the course work by an ad hoc committee of the design faculty. This review should be held prior to the posting of grades by the Registrar's Office. The committee will be

appointed by the DGS and consist of at least three faculty members including the DGS, none of whom were involved in assigning the failing grade.

- Should the appeal committee endorse the evaluation of failure, the grade fail will be reported to the Registrar.
- Should the appeal committee question the evaluation of failure, the faculty member(s) assigning the grade will be consulted to see whether a consensus can be reached. When a consensus is reached, the grade of high pass, pass, low pass or fail will be reported.
- If a consensus cannot be reached, the student will receive a grade of pass and proceed to the next studio sequence on probation. In the next studio, the student must pass without question.
- Termination of Enrollment - When a grade of fail is reported, a letter will be written by the DGS to the Dean of the Graduate School recommending that the student's enrollment be terminated (degree candidacy may or may not be continued). The student will be asked to terminate his or her enrolled status voluntarily.
- Re-Admission - A student who terminates his or her enrollment for reasons of failure in a studio may apply for re-admission after a period of one semester to two years. During that time away, the student will be expected to overcome the deficiencies described in the evaluation of his or her work. In applying for re-admission, the student must present sufficient evidence of readiness to proceed in the studio sequence for review by the faculty. A three person committee shall be appointed by the DGS to evaluate the student's request for re-admission.

Thesis

The Master of Architecture Thesis is a semester long, independent design project that allows the individual student to focus deeply on an issue of consequence for the discipline of architecture. Marking the transition between the academic and professional worlds, the thesis project is an opportunity for each student to culminate their Princeton career with an original work of research and design, demonstrating both a technical command of the field of architecture and a capacity for independent speculative thinking.

Each semester, the Thesis Coordinator, in consultation with the faculty, selects a theme that is of particular relevance to the discipline and also to contemporary culture. Past themes have included *democracy*, *excess*, *air*, *beauty*, *property*, and *useless*. The theme is chosen to be broad enough to allow each student to carve out individual territory of inquiry, but narrow enough to both provide a common point of reference across projects and foster a discourse throughout the school. While developing a specific response to the semester theme, the students work within areas of particular interest to them in the field including (but not limited to) urbanism, ecology, infrastructure, media, landscape, building typologies, innovative design methodologies, technologies, and materials, as well as the intersection of architecture with other disciplines.

The work required to craft a worthwhile thesis project begins the semester before the student's final semester. Through a series of discussions and workshops led by the Thesis Coordinator, students develop an attitude towards the theme and produce their individual thesis proposals. The student's thesis proposal must formulate a critical interpretation of the given theme, articulate specifically what's at stake for the discipline of architecture, and declare a strong hypothesis that challenges received conventions and advances the current state of architectural thinking. Each proposal is expected to also describe the thesis project – the program, site, methodology, etc. – that will be the vehicle for exploring and testing this hypothesis. In short, the thesis proposal poses both a question and a provisional hypothesis that together will provoke, motivate, and guide the design work in the semester to follow. As the students are devising their project descriptions they should keep an open mind. Past projects have manifested themselves as building projects, full scale installations, films, catalogues, and performances, etc. An annotated reading/source list is also produced in this period. At the end of the preparatory semester, each student will select (by ranked order) a Thesis Advisor from the Faculty to help guide their thesis work. Efforts will be made to assign students their first or second choices.

Between semesters students should prepare themselves for a quick start once the new semester begins. The final semester is devoted to the execution of the Thesis. Progress meetings between individual students and their Advisors occur on a weekly basis. In addition, weekly meetings with the Thesis Coordinator are conducted either with the entire thesis group or individually, depending on overall progress through the semester. Interim Reviews with the School of Architecture faculty provide an opportunity for students to receive advice and feedback in a more public setting. These are considered working sessions intended to help the student articulate their ideas and refine their in-progress projects. Students should keep in mind that the more clearly and thoroughly presented the projects are, the more focused the juror comments will be, thus the more productive the sessions.

The Pass/Fail Review is intended to evaluate a thesis project's overall progress and strength toward the end of the semester. At this review, thesis candidates are expected to present projects that are largely complete in their conceptual and architectural/urban development. The faculty will focus its comments primarily on how well the project materials are communicating and offer advice on fine-tuning the final presentation strategy and materials. The review is also an opportunity for the student and faculty to jointly develop criteria that optimize each student's final production effort. Students are expected to present a complete mock-up of their intended final public presentation. Upon a successful completion of the Pass/Fail Review, students must submit a thesis title and a brief abstract to the Thesis Coordinator.

The three possible outcomes of the Pass/Fail Review are:
- Pass

- Provisional Pass
- Fail or Incomplete

Students who receive a Provisional Pass at the Pass/Fail Review will be given several weeks to advance their work according to a list of required materials and other clear criteria developed by the particular Thesis Advisor in consultation with the Thesis Coordinator. That student will be given a chance to present in-progress materials again before several members of the thesis faculty, approximately two weeks prior to the scheduled final public review. If the work is not deemed ready for a public review, the student and faculty will decide on guidelines for an extension.

After a successful Pass/Fail Review, the thesis work is presented to a group of invited outside critics at the Final Public Review. This public forum is an opportunity to discuss the specific merits and provocations of each project, the thematic ideas raised across the collective semester's thesis work, and the broader implications for the discipline.

Arrangements for special space or equipment needs for the final reviews will be made in advance with the Thesis Assistant Coordinator. Students who need to borrow media equipment (projectors, laptops, speakers, etc.) for their thesis review must contact Daniel Claro, the Visual Resources Curator, one week in advance to schedule a consultation and to reserve equipment.

Students requesting an incomplete in thesis must have written approval from their thesis advisor, the Thesis Coordinator and the DGS.

Enrollment & Graduation Procedures

Registration

All graduate students are required to register online through SCORE in September in order to receive their graduate awards and other University benefits to which they are entitled. Failure to register will result in a loss of these benefits. The date, time and place of registration are announced in students' admission and reenrollment information. Students not able to register at this time should inform the Office of the Associate Dean for Academic Affairs staff as soon as possible and make special arrangements. International students must be lawfully present in the United States as a condition of registration. The Office of the Dean of the Graduate School has the authority to grant exceptions to this policy.

Reenrollment

Graduate students are approved for enrollment one year at a time. During the reenrollment application period, the DGS will check each student's record for unresolved Fs or incompletes. If a student is found to have more than one grade of an F and/or an incomplete, he or she will not be re-enrolled until work has

been submitted and graded to replace them. University funding will be placed on hold until reenrollment is granted.

Leave of Absence Status

On the recommendation of the DGS, the Graduate School may grant up to a year's leave of absence at any one time to students in good standing. Leaves are granted for personal reasons, when the student will not be actively pursuing an academic course of study in fulfillment of Princeton's degree requirements.

Students on leave have withdrawn formally from the graduate program and are not enrolled or registered students for the period of the leave. Accordingly, no University student benefits continue. An extension of up to one additional year of Leave may be granted if the student requests, but no longer. At that point, if the student does not return to the graduate program, his or her degree candidacy is terminated. In order to return to graduate work at a later time, the student must formally reapply. Leaves should be timed, whenever possible, to come at the end of a term, preferably at the end of a full academic year. Reenrollment after leave is subject to confirmation of continued professional suitability and a written request for reenrollment.

Graduation

To fulfill the requirement for the Master of Architecture degree, a student must pass all courses specifically required and fulfill all distribution requirements with passing grades. Every semester, the DGS will meet with students to discuss their progress toward fulfilling their degree requirements. However, the responsibility remains with students to audit their own records to ensure they are taking the appropriate courses. Students may access their degree progress reports by logging onto SCORE. Any changes to a student's degree progress report should be made by contacting the Programs Coordinator.

All students shall be responsible for having their records cleared by the Programs Coordinator and DGS to be certain that all of their graduation requirements have been fulfilled. A student's diploma will not be issued until all degree requirements have been completed.

Graduation Procedures

In order for an M.Arch. student to be cleared by the Graduate School for graduation, the following steps must be completed:

- Graduating students **MUST** complete their reenrollment application on SCORE in early April. This is to notify the Graduate School officially that the student intends to complete all degree requirements and will not need to re-enroll for the following term.
- Complete the Exit Questionnaire. Upon completion, print a copy of the confirmation page or save it as a PDF and turn this in to the Programs Coordinator.

- Clear all incompletes or failing grades from record with the Academic Programs Administrator no later than May 1 (by January 1st for Fall graduates).
- Complete the online Advanced Degree Application by logging onto SCORE. Please be sure to include a non-Princeton email address on the form so we can contact you after OIT shuts off your account!
- If planning to attend graduation ceremonies, complete Reservation Reply Form for Hooding & Commencement and order regalia. Tickets are required for both events. A Hooding Checklist on the Graduate School's website: <http://www.princeton.edu/gradschool/studentlife/hooding/>
- Complete the End of Enrollment Form. You must be cleared by Housing (if you live on-campus), the Library and Student Accounts. Submit completed form to the Programs Coordinator no less than one week prior to graduation.

Fellowships and Prizes

Howard Crosby Butler Traveling Fellowship in Architecture

- Students who are entering their thesis year submit anonymous proposals for summer research projects requiring travel.

School of Architecture History and Theory Prize

- Awarded on Class Day to one graduating M.Arch. student based on overall history and theory GPA and thesis topic

Henry Adams AIA Medal and Certificate

- Awarded on Class Day to two graduating M.Arch. students (one medal winner and one certificate winner) based on overall GPA and studio performance

Alpha Rho Chi Medal

- Awarded on Class Day to one graduating M.Arch. student based on service to the School

Suzanne Kolarik Underwood Prize

- Awarded to multiple graduating M.Arch. students based on studio performance

Travel to Present at Conferences

Graduate students can be reimbursed up to \$400, twice per academic year, for expenses related to a conference for which they are invited to present/speak. Students who are invited to present or speak at a conference must email Cynthia Nelson with a copy of their invitation and a budget. Cynthia will approve or decline this budget and let the student know what can and cannot be reimbursed. Students are required to maintain their receipts and turn them in to Camn Castens promptly after returning from their conference.

Employment

The Graduate School considers employment beyond an assistantship of 20 hours per week incompatible with full-time graduate study. If a student and their

department judge that part-time employment is both manageable and necessary, the students may seek employment either on or off campus (and wherever possible under the Graduate Work-Study Program). These arrangements must be approved by the department. If a teaching or research assistantship is offered by the student's department, it must be accepted rather than an off-campus position.

If no teaching or research post is available, students may apply elsewhere or through the Student Employment Service, online at <https://puwebp.princeton.edu/StudentEmployment/index.jsf>. International students should consult with the Davis International Center for information on additional restrictions and opportunities: <http://www.princeton.edu/intlctr/graduate/for-f-1-students/employmenttraining/off-campus-employment/>.

Ph.D. Program

The PhD program consists of the history and theory track and the computation and energy track. The interdisciplinary nature of the program stresses the relationship of architecture, urbanism, landscape, and building technologies to their cultural, social and political milieu. Supported by strong affiliations with other departments in the humanities, sciences, and social sciences, the program has developed a comprehensive approach to the study of the field. Students interact with their peers to sustain individual projects in a context of collective research. The fields of study are normally, but not exclusively, selected within the history and theory of one of these primary areas: architecture, urbanism, landscape, and engineering/building technology, or within the scientific study of computation and technology.

History and Theory Track

The Ph.D. Committee sets the course requirements for each student according to the student's previous experience, specialized interests, and progress through the program. For the first two years, each student engages in course work and independent study, and is required to complete a minimum of four classes each semester, including independent reading courses, for a total of sixteen courses, at least nine of which must be taken for a grade and result in a paper.

After their first or second year of doctoral study, students are encouraged also to apply for assistantships in instruction, which are considered an intrinsic part of a scholar's training. If the student is hired as an Assistant-in-Instruction, the minimum number of courses the student must complete that particular semester will be reduced to three. This will not reduce the number of required papers (9), so the AI assignment replaces only an audited course.

Recommended Sequence (Four courses per semester minimum load)

FIRST YEAR

Fall
ARC 571
Two courses for credit
One audited course

Spring
ARC 572
One course for credit
Two audited courses

SECOND YEAR

Fall
Two courses for credit
Two audited courses

Spring
Two courses for credit
Two audited courses

Language Requirement

A student must satisfy the program requirement of a reading knowledge of two languages other than English before the end of the second summer in residence. These languages should be relevant to the general history of the discipline (French, German, Spanish, or Italian) or specifically relevant to the student's area of research. A student's native language should not count if it is not relative to his or her proposed area of research. In order to receive credit for each language, students must pass a reading comprehension exam in the appropriate language department at Princeton University. A grade of "high pass" in a summer language course at Princeton may also be used to fulfill the language requirement. Students who are native speakers of the language may waive the exam requirement.

Computation and Energy Track

The computation and energy PhD track was launched in 2014. The new track is an addition to the PhD program that develops research in the field of embodied computation and new systems for energy and environmental performance. Through associated faculty it is linked to the School of Engineering and Applied Science, particularly with Computer Science and the Andlinger Center for Energy and Environment. A proseminar for the PhD track supports the initial methods and processes for this research. The applied research component of the track is supported by infrastructure for research such as the architectural laboratory and an industrial robotic arm as well as the Andlinger Center research facilities.

Program requirements:

In addition to the required coursework in architecture the program requires the student to identify a research focus through courses outside the school such as in fields of computer science, artificial intelligence, robotics, energy systems or environmental science. The course plan will be developed with the technology track committee to develop a coherent research direction. A required two semester proseminar will expose the students to the necessary experimental tools, literature review processes and methods for innovative scientific hypothesis generation and analysis.

Within the first two years, each student is required to complete a minimum of four classes each semester, including independent study courses and audits, for a total of sixteen courses, at least nine of which must be taken for credit.

Sample course plan

FIRST YEAR

Fall

Pro-seminar
Two courses for credit
One audited course

Spring

Pro-seminar
One courses for credit
Two audited course

Fall

Two courses for credit
Two audited courses

Spring

Two courses for credit
Two audited courses

The coursework and background research will result in reports on four research projects, with at least one report to be developed into an academic paper at a level of submission to a peer-reviewed scientific journal. The reports and paper package and the coursework will form the basis for the General Examination.

Dissertation

Following the successful completion of the oral exam, the student works with a the technology track committee to develop a proposal that clearly defines the field of research, comments on the state of existing research in the selected field, and explains the contributions to the field the dissertation will make. The proposal must outline the basic hypothesis to be explored and the methodological approach to be taken. It must describe experimental methods and include a comprehensive review of previous work. The student then presents a public defense of the dissertation proposal for approval by the Ph.D. Committee. Successfully completing the defense marks the transition into independent scholarly work on the dissertation. The culmination of the program is the defense of the finished dissertation at the final public oral examination, which includes a thesis advisor, a second reader from the PhD Committee, and a third internal or external reader.

Auditing a Course (Both Tracks)

If a student wishes to audit a course, they must submit a Course Enrollment Worksheet indicating a Grade Option Change signed by the DGS to the Office of the Registrar on or before the graduate student deadline for term course changes.

Fall Deadline: December 13th

Spring Deadline: May 2nd

Course Enrollment Worksheet:

<https://registrar.princeton.edu/student-services/course-enrollment-workshe/>

Reading Courses (Both Tracks)

It is possible for a student to engage in an Independent Reading Course if the student's subject of interest is not offered in an available University course. Students may NOT take an existing course as a Reading Course simply because it does not fit into their schedule.

Proposal forms can be found with the academic forms on the Graduate School website:

https://gradschool.princeton.edu/sites/gradschool/files/proposed_reading_course_form.pdf

The guidelines for Reading Courses are as follows:

- All proposals for Reading Courses must be submitted to the DGS and the proposed advisor at least two weeks before the first week of classes.
- No student may pursue more than one Reading Course in any single academic year.
- Each proposal, to be prepared and submitted by the student, should include a complete description of the purpose and context of the course, reading list, program of work to be pursued with a schedule for its completion, and description of the final product of that work. No proposal will be accepted for consideration if all of these objectives are not clearly stated. Students should discuss all parts of their proposals with the instructor well in advance.
- Faculty members are not obligated to accept Reading Courses. Evaluation of appropriateness of content, structure and participation in a Reading Course will be up to the faculty member proposed as faculty advisor.
- Reading Courses will receive a grade of pass or fail only. **Students may not receive an incomplete in a Reading Course.**
- Reading Courses are not to be used for normal research connected with a student's thesis, and may not be used to fulfill curriculum distribution requirements, except in unusual circumstances as determined by the course advisor and the DGS. Students should sign up for reading courses only if they have exhausted all other possibilities of studying a particular subject in the context of a seminar.

Incomplete Policy (Both Tracks)

In September 2010, the Graduate School implemented a new policy with regards to incompletes. Students should complete the work of graduate courses, both 500- and 700-level, during the regular academic term in which they are taken. Failure to do so may result in deferred reenrollment, which in turn has an impact on your financial support, registration and course enrollment for the next academic term.

If a student has not turned in the final paper or work for a course within one year after the beginning of the course, the grade in the course will be recorded as an "F."

Additionally, the School of Architecture has adopted several other policies:

- Any student who has compelling reason(s) to receive an incomplete must contact the DGS (and CC the Programs Coordinator) prior to the end of the semester to arrange a new deadline for turning in the final paper or project. Students who do not inform the DGS of their incompletes may automatically be deferred during reenrollment.
- It is the student's responsibility to follow up on any incompletes. Please keep in touch with the instructor to ensure a grade is entered before the end of the spring semester (for fall incompletes) or start of the following

academic year (for spring incompletes). Please CC the Programs Coordinator on any emails to the instructor so they can update the Graduate School on the status of your incomplete(s).

- Students may not have any incompletes entering the fall semester. Papers from all incomplete courses must be submitted to the instructor no later than August 15th to allow time for a grade to be assigned before the start of the fall semester.
- Students may not apply for an AI position if they have an incomplete.

Exchange Programs (Both Tracks)

Information on national and international exchange programs can be found on the Graduate School's website:

<https://gradschool.princeton.edu/academics/partnerships-exchanges-and-cross-registration>. Students should speak with the DGS, their advisor and the programs coordinator if they wish to participate in one of these programs.

Annual Progress Meeting (Both Tracks)

Each fall and spring, all enrolled Ph.D. students are expected to submit a report on their progress to the Programs Coordinator. The Committee will then schedule panel reviews with each student. The purpose of these reviews is to give feedback to the student and to keep all members of the Ph.D. Committee informed about the work and progress of students.

The report should describe:

- Conferences attended
- Lectures given
- Teaching or research assistantships completed
- Language requirements met (history and theory track)

For first- and second-year students, the report should also list:

- Courses taken
- Papers completed/in progress
- Grades received
- A description of how coursework relates to their field(s) of concentration
- Forecast of the upcoming semester (for fall meetings) and summer (for spring meetings)

For second-year students, the report should also consist of a prospectus on the materials to be included in the general examination dossier. The prospectus must contain:

- A list of six papers, completed or in progress, including the professor, course number, and semester taken (history and theory track) A list of four research reports/review papers completed or in progress, course number, and semester taken (computation and energy track)

- An explanation of the major and minor fields of concentration that these papers reflect

For third, fourth, and fifth-year students one dissertation chapter must be submitted to the advisor two weeks before the meeting. The advisor will then read the chapter and report to the Committee about the progress of the student's dissertation. Additionally their report should include:

- An outline of this chapter, as well as the dissertation in general
- Progress on the dissertation proposal and/or dissertation writing
- Timeline for the completion of the dissertation
- Funding applications

General Examination Process

The General Examination is designed to ascertain the student's general knowledge of the subject, acquaintance with scholarly methods of research, and ability to organize and present material.

History and Theory Track

The General Exam is an oral examination based upon a dossier of six rewritten seminar papers, selected in consultation with the Ph.D. Committee. The General Exam process begins upon the completion of two years of course work. It is strongly recommended that students complete their General Exams in the fall of the third year in residence.

Computation and Energy Track

The General Exam is an oral examination based upon the four project reports, papers, and coursework. The projects for the general examination are assembled during the student's course and project work, with one being developed to the level of a journal paper. The general examination is normally taken upon completion of two years of coursework.

The steps involved in passing the General Exam are as follows:

1. Submit Intent to Begin General Exam document to the Academic Programs Administrator one month before the beginning of the General Exam period.
2. Schedule oral exam.
3. Submit general exam dossier three weeks before the scheduled exam.
4. Take oral exam.
5. Following the General Exam, students will
 - a. Select dissertation advisor and committee within three weeks of the completion of the General Exam; supplementary advisors may be selected from outside the School, with the approval of the Ph.D. Committee
 - b. Develop dissertation proposal.
 - c. Defend proposal.

Initiation of General Examination Process (Both Tracks)

One month prior to the examination period, students must submit a Statement of Intent to the Programs Coordinator outlining the following information:

1. Date requested for General Exam. Students must coordinate with their committee as to which days are best to hold their examination. Students should contact the Academic Programs Administrator to ensure that these dates do not conflict with other School functions.
2. Names of General Exam Committee. Students should select four members, plus one alternate. The committee must be Princeton-affiliated faculty. If a student wishes to have an outside member, they must receive permission from the DGS first.
3. The titles of the six papers (including one research paper) that the student will be presenting at the oral exam.
4. The two languages other than English in which the student has passed reading comprehension exams and the dates those exams were taken.
5. The proposed title of the dissertation.
6. A brief description (maximum 5 lines) of the dissertation topic and the hypothesis that the student plans to verify.
7. The archival sources that the student eventually plans to utilize.
8. The names of three faculty members from the School's Ph.D. Committee, ordered by priority, that the student could consider as advisor for the dissertation.
9. The name(s) of one or two second readers. If the nature of the dissertation requires advice from a specialist belonging to either another department or another university, students may request one reader from outside the School.

General Examination Dossier and Oral Exam Scheduling (Both Tracks)

The Ph.D. Committee will review and confirm the General Exam committee requested by the student in the previously outlined document. Once the student receives confirmation, he or she may work with the Academic Programs Administrator to schedule the date of the oral exam.

The next step in the General Exam process is the submission of a dossier of the six completed papers to be presented by the student at the General Exam, including one research paper on the dissertation topic. The research paper must clearly define its field of research. It must comment on the state of existing research in the selected field and explain the contribution to the field the paper is making. It must make a coherent statement about the archival sources or theoretical objects under examination and the methodological approaches taken. The research paper is devoted to either archival research or encompasses an original theoretical exploration. An annotated bibliography must accompany the research paper.

With these six papers, the student must carry out detailed analyses of precisely defined issues in his or her particular field, and demonstrate an understanding of

the existing historiography. The papers are initially written for specific courses but must be substantially rewritten by the student for presentation to the examination committee, incorporating the feedback from the professor of the class and the Annual Progress Meeting in the previous spring semester.

Up to two papers in the generals package can be replaced with an annotated bibliography. This shall consist of at least 20 books and 20 articles and no more than 50 books and 50 articles (of which only 20/20 need to be annotated) and shall be accompanied by an introductory essay of 5-8 pages, stating a synthetic position on the area of study represented in the literature. This area is to be agreed upon ahead of time with a supervising faculty member from the Princeton SoA (with special permission faculty from another department may supervise the second bibliography). Students are encouraged to produce these bibliographies in connection with a course in which they are enrolled, whether a listed class or an independent study.

The first bibliography will outline a focused historico-theoretical field, similar to that covered by a graduate seminar but tailored to the student's needs and interests. The second bibliography, if the student chooses to compose one, can address a broader historical field, as would traditionally be associated with a survey, but must still be narrowed either historically or thematically to convey a specific historiographic position. In both cases the goal of these bibliographies is not comprehensive erudition but mastery of the methodological issues at hand.

One digital copy of the dossier must be submitted for printing and binding to the Programs Coordinator no later than 3 weeks prior to your examination date. The School will pay for the cost of black and white printing and basic binding of copies for each exam committee member. If students desire another printing or binding method, they must furnish it themselves. Students will be responsible for delivering the dossier to any readers outside of the SoA.

The oral exam is given after the examination committee has read and reviewed the six papers, and has confirmed that the language requirement has been satisfied and that no incompletes or failing grades remain on the student's record.

Dissertation Advisor and Proposal (Both Tracks)

Following the successful completion of the oral exam, and within a period of no more than three weeks, the student selects a primary dissertation advisor from the Ph.D. Committee and up to two second readers to form the committee that will guide the dissertation research. The assignment of the advisors and second readers is subject to approval by the Ph.D. Committee.

The student works with his or her dissertation committee to develop a proposal. The dissertation proposal must clearly define the field of research, comment on the state of existing research in the selected field, and explain the contributions to the field the dissertation will make. The proposal must outline the basic hypothesis

to be explored and must make a coherent statement about archival sources or theoretical objects to be examined and the methodological approach to be taken. An extensive bibliography must accompany the dissertation proposal. After the advisors and readers have approved a final draft of the proposal, the student can work with the Programs Coordinator to schedule a proposal defense. The student should submit the final text of his or her proposal to members of the Ph.D. Committee at least one week before the defense date. The student then presents a public defense of the dissertation proposal for approval by the Ph.D. Committee. Successfully completing the defense marks the transition into independent scholarly work on the dissertation.

Final Public Oral Examination (Both Tracks)

Students should begin preparing for their FPOE with their advisor and the Academic Programs Administrator well in advance of their desired defense date. Once the advisor feels the student's dissertation is nearing completion, they should begin preparing to apply to hold the FPOE.

The student defends his or her thesis before a faculty committee, normally consisting of the advisor (who also serves as a reader), second reader, and two professors. All four members of the committee are expected to have read the thesis in advance of the FPOE date.

FPOEs are open to the public. During the FPOE, the student makes a formal oral presentation of the work. A suggested format is an approximate 45 minute presentation.

Several forms need to be filed at least two weeks before conducting the FPO. Students should meet with the Academic Programs Administrator for an overview of requirements and the typical schedule of events before proceeding. All FPOEs must be authorized by the Graduate School; the department cannot do this on its own authority.

Before a student can finalize his/her FPO date, the department must have received:

- A copy of the dissertation's title page and abstract (from the student, as separate PDF documents) for forwarding to the Graduate School
- Two signed Reader's Reports
- A "Prior Presentation and Publication Form" describing the status of publications from the thesis (completed by the advisor), and
- One bound soft copy of the dissertation, one week before the FPO date.

The student must inform the Academic Programs Administrator of his/her committee members and desired date of FPOE at least one month in advance to give her time to gather the paperwork and submit it to the Graduate School on time. Failure to do so may result in delay of the FPOE. The typical order of events are as follows:

1. Finalize your selection of a primary and secondary reader who will complete a readers report. You must select two readers, at least one of whom must be a current faculty member of the School of Architecture at Princeton. Your advisor must be your primary reader.
2. Select two examiners in addition to your readers. At least one examiner must be a current faculty member in the SoA at Princeton.
3. If you elect to have an outside reader or examiner, he or she must be of comparable standing in a relevant branch in the scholarly community (i.e. hold

the rank of assistant professor or higher), and you must submit his or her CV along with your application to hold the FPOE.

4. Travel for outside readers or examiners to the defense must be coordinated in advance with the programs coordinator. The university will only pay for coach fares, car service between Princeton and EWR or PHI, and one night of hotel accommodations.
5. Determine a date and time which will work for all parties (student, advisor, reader, examiners, SoA).
6. With your advisor's approval, send the final copy of your dissertation to your readers and request that they fill out a reader report and return it to the Programs Coordinator. THIS REPORT MUST BE RECEIVED BY THE SOA AT LEAST THREE WEEKS PRIOR TO YOUR DESIRED DEFENSE DATE.
7. Present a bound final copy of your dissertation to the Academic Programs Administrator. MUST BE TURNED IN AT LEAST THREE WEEKS PRIOR TO YOUR DESIRED DEFENSE DATE.

For more information, please see the Graduate School's checklist for Ph.D. defense here:

https://gradschool.princeton.edu/sites/gradschool/files/checklist_phd_defense_0.pdf

Registration and Reenrollment

Registration

All graduate students are required to register online through SCORE in September in order to receive their graduate awards and other University benefits to which they are entitled. Failure to register will result in a loss of these benefits. The date, time and place of registration are announced in students' admission and reenrollment information. Students not able to register at this time should inform the Office of the Associate Dean for Academic Affairs staff as soon as possible and make special arrangements. International students must be lawfully present in the United States as a condition of registration. The Office of the Dean of the Graduate School has the authority to grant exceptions to this policy.

Reenrollment

Graduate students are approved for enrollment one year at a time. During the reenrollment application period, the DGS will check each student's record for unresolved Fs or incompletes. If a student is found to have more than one grade of an F and/or an incomplete, he or she will not be re-enrolled until work has been submitted and graded to replace them. University funding will be placed on hold until reenrollment is granted.

Statuses

In order to be registered and receive all appropriate graduate student benefits, students must be in an approved status. Broadly speaking, students are either in residence, that is, on campus using University resources to fulfill degree requirements and objectives, a majority of days per week for the academic term or year, or in absentia, that is, approved to be away from Princeton, in order to pursue the requirements of their degree program. For students who are in good academic standing and have personal reasons for wanting to stop out of their program temporarily, leaves of absence are available.

In Absentia

Students may be recommended for reenrollment with in absentia status if they need to use educational resources not available in Princeton. In absentia status is granted for one academic term or one academic year at a time, up to two years, normally to students who have successfully completed the general examination. Students are encouraged to seek financial aid outside the University for the time spent in absentia. Students enrolled in absentia are required to pay a marginal cost tuition plus a fee charged for the mandatory student health plan (see the form at the right). Students in absentia are considered fully enrolled graduate students, they are required to register formally each year, and all appropriate University benefits, with the exception of housing, are continued.

Leave of Absence

On the recommendation of the departmental director of graduate studies, the Graduate School may grant up to a year's leave of absence at any one time to students in good standing. Leaves are granted for personal reasons, when the student will not be actively pursuing an academic course of study in fulfillment of Princeton's degree requirements.

Students on leave have withdrawn formally from the graduate program and are not enrolled or registered students for the period of the leave. Accordingly, no University student benefits continue. An extension of up to one additional year of Leave may be granted if the student requests, but no longer. At that point, if the student does not return to the graduate program, his or her degree candidacy is terminated. In order to return to graduate work at a later time, the student must formally reapply. Leaves should be timed, whenever possible, to come at the end of a term, preferably at the end of a full academic year. Reenrollment after leave is subject to confirmation of continued professional suitability and a written request for reenrollment.

Degree Completion Enrollment Status (DCE)

Enrolled Ph.D. students who have not completed their degree within their department's normal program period have the opportunity to be enrolled for up to two additional years in Dissertation Completion Enrollment (DCE) status. Eligible students apply for this status during the annual reenrollment process in the last year of their program of study, and must be approved for DCE status by their department and the Graduate School Office based on criteria for satisfactory academic progress. Students in DCE status are fully and formally enrolled graduate students, working full-time to complete degree requirements. DCE students may be enrolled as regular (in residence) or in absentia students (pursuing their work away from Princeton). In both cases, a marginal-cost tuition and the mandatory Student Health Plan fee will be charged. In academic year 2013-14, these combined charges will total \$4,940.

Enrollment Terminated, Degree Candidacy Continued (ETDCC)

When graduate students come to the end of their regular period of enrollment and support in their degree program, they are required to terminate their enrollment. Normally, these students finish their degree work in the next year.

Students in unenrolled status may be eligible for certain benefits that help them make the transition from enrolled to unenrolled status.

Further information about these statuses and the procedures required to establish them can be found on the Graduate School website.

Summer Travel Prizes & Fellowships

The following awards are available through the SOA for Ph.D. students to conduct summer research travel. A call for proposals will be sent out via email each spring. The awards will be determined by the Ph.D. Committee.

- Howard Crosby Butler Traveling Fellowship in Architecture
- Joseph Sanford Shanley '17 Memorial Award
- Richard Cramer Fellowship

Information regarding additional outside opportunities can be found on the SoA website's notifications feed: <http://soa.princeton.edu/notification-feed> or the Student Activities Funding Engine (SAFE): <http://www.princeton.edu/studentfunding/>

University Policies

Emergency Action Plan

Potential emergencies in the School of Architecture may require the occupants to evacuate the building. The following information and procedures have been designed to help ensure your personal safety, should an evacuation become necessary.

Fire Emergency Policy

A fire emergency is defined as (1) an uncontrolled fire or imminent fire hazard, (2) the presence of smoke or the odor of burning, (3) the uncontrolled release of a flammable or combustible substance, or (4) a fire alarm sounding.

In case of a fire emergency, Public Safety must be notified immediately at 911. Public Safety has primary responsibility for managing fire emergencies and summoning outside assistance when necessary. Unauthorized re-entry into a building during a fire emergency is not permitted. Violators of this policy are subject to University and state fire code sanctions.

Building occupants are not required to fight fires. Individuals who have been trained in the proper use of a fire extinguisher and are confident in their ability to cope with the hazards of a fire may use a portable fire extinguisher to fight small, incipient stage fires (no larger than a waste paper basket). Firefighting efforts must be terminated when it becomes obvious that there is risk of harm from smoke, heat or flames.

If you discover a fire:

- Alert people in the area of the need to evacuate
- Activate the nearest fire alarm
- Call Public Safety at 911 (or 609-258-3333 from a cell phone)

If a building fire alarm is sounding or you receive notification of a fire emergency:

- Feel the door or doorknob to the hallway with the back of your hand. If it feels hot, do not open it – the fire may be on the other side of the door. If you are trapped, put a cloth or towel under the door to help prevent the entry of smoke. Dial 911 and tell the Public Safety dispatcher your location and telephone extension and that you are trapped in the room and need rescue. Stay on the phone until instructed otherwise.
- If the door is not hot, open it slowly. If the hallway is clear of smoke, walk to the nearest fire exit and evacuate via the nearest stairwell to the street/grade level exit.
- Close doors behind you.

- Assemble at the area designated in your departmental Emergency Action Plan (1879 Arch) and remain there until instructed by Public Safety or the fire department that it is safe to re-enter the building.

First Aid Policy

The University First Aid Policy provides the procedure for responding to accidents where an injury or illness has occurred. The University Policy on First Aid is as follows:

1. When immediate first aid is needed because of an injury or illness, first call the Public Safety Department at 911, then if there are qualified first aiders in your building, seek their assistance. First aiders may render aid for life-threatening conditions such as stopped breathing or excessive bleeding; treatment such as bandaging or splinting should not be attempted except under the supervision of proctors or medical personnel. All proctors are trained first aiders, and render this service as part of their job duties.
2. Persons with severe injuries or illnesses, which require emergency department facilities for treatment, are to be transported directly to the Princeton Medical Center. Persons with less serious injuries or illnesses should obtain treatment at the McCosh Health Center.
3. On the Main Campus, transportation to the McCosh Health Center or the Princeton Medical Center is provided by the University Public Safety Department or the Princeton First Aid and Rescue Squad. On the Forrestal Campus, transportation is provided by the Emergency Services Unit of the Public Safety Department; however, this unit only transports patients to the Princeton Medical Center unless directed otherwise by a University physician.
4. All first aid supplies maintained by University departments and offices must be kept in sanitary condition. These supplies must be limited to simple household supplies such as band-aids and sterile gauze pads of various sizes which can be used to help in controlling heavy bleeding. In addition, the following personal protective materials are required and should be used when there is potential for exposure to blood or other body fluids:
 - a. At least one pair of large size disposable latex gloves such as surgical or laboratory gloves.
 - b. An airway resuscitator such as the “Pocket Mask” for use in mouth-to-mouth resuscitation.
 - c. A spill kit containing an appropriate disinfectant and other cleanup and disposal materials for handling spills of blood, vomitus, or other body fluids.

The supplies listed above have been approved by Employee Health as required by OSHA regulations. No other first aid supplies are authorized unless arranged through Employee Health. Treatment requiring more elaborate supplies should be sought at the McCosh Health Center, as indicated above.

Persons who wish to acquire first aid or CPR training are encouraged to avail themselves of local resources such as the Red Cross, local first aid squads, or University programs when offered.

Smoking Policy

Princeton University is committed to providing a healthy, smoke-free workplace and living environment. In order to protect the health and safety for all staff, faculty, students, and visitors and in accordance with NJ regulation, the “New Jersey Smoke-Free Air Act,” the University has established specific rules regarding smoking on campus, both indoors and outdoors, for all staff, faculty, students, and visitors.

Smoking is prohibited in all indoor workplaces and places of public access, including but not limited to all academic, residential, and administrative buildings and elevators; individual offices and rooms; athletic sporting facilities; spectator areas at outdoor University events; University-owned vehicles, shuttle buses, and vans; dining facilities and bars; and theaters and concert halls. All University staff, faculty, students, and visitors are expected to comply with the University's policy on smoking by respectfully smoking in designated locations away from all places of public access.

Alcohol Policy

Students at Princeton University are responsible for knowing and abiding by both state and University regulations regarding the consumption of alcohol. The University provides educational programs and information on alcohol and drug abuse as well as counseling services related to alcohol and other drug use. Students are expected and encouraged to be aware of the social, physiological, and psychological consequences and personal risks of excessive drinking in order to make responsible and informed decisions about the serving and consumption of alcohol.

The University alcoholic beverage policy is consistent with the laws of the state of New Jersey that, in general, prohibit the consumption and serving of alcoholic beverages by and to persons under 21 years of age. Students are responsible for their behavior, whether or not they are under the influence of alcohol. The consumption of alcohol does not constitute a mitigating circumstance when it contributes to the violation of University regulations. The policy affirms the need for mutual respect and personal responsibility within a diverse community.

The University respects the right to privacy, and its representatives will not enter dormitory rooms without substantive cause (e.g., without reasonable suspicion that University policies or regulations have been violated, or that someone's safety is in jeopardy). However, those whose behavior infringes on the rights of others have, in essence, forfeited that privacy.

What are the responsibilities of Princeton University students?

Alcoholic beverages normally will not be provided at events where persons under the legal drinking age for consumption of alcoholic beverages are present, including those sponsored by the University, the residential colleges, the University centers, the Undergraduate Student Government, and the classes. Those who are of legal drinking age and who wish to host a gathering with alcohol must obtain approval from and comply with the guidelines established by the Office of the Dean of Undergraduate Students or the Office of the Dean of the Graduate School.

Availability of alcoholic beverages shall not be the primary focus of advertising for campus social events. Those given approval to serve alcoholic beverages are responsible for ensuring that only those of legal drinking age are served, that alcohol is consumed—if at all—in a legal, healthy, and responsible way, and that no intoxicated individuals are served.

It is the immediate obligation of those in the presence of a severely intoxicated person to contact appropriate University or local medical or safety personnel (such as Public Safety officers, deans, University Health Services (UHS) staff, University Medical Center at Princeton staff, or local police or members of the rescue squad). Neither intoxication nor admission to UHS for intoxication will be grounds for disciplinary action. Contacting the Department of Public Safety for assistance in transporting a student in need of medical attention will not, in itself, lead to disciplinary action. Disciplinary action will occur only if other circumstances indicating a violation of University policy are observed. In such an instance, failure to call for assistance will be considered an especially serious violation of policy.

When will the Department of Public Safety or other University administrators intervene?

Public Safety (or another University administrator) may enter a room whenever there is reasonable cause to believe that someone's safety may be in jeopardy or that a violation of the alcohol policy is taking place.

Public Safety will not have cause to investigate possible alcohol violations unless indicators of alcohol provision are observed. Such indicators may include—but are not limited to—kegs, bottles, cans, spilled alcohol, an individual leaving a room in possession of alcohol, or intoxicated behavior.

In the event of a noise complaint, Public Safety will go to the room and knock on the door. If no one answers, Public Safety may enter the room and instruct the residents of the room to control the noise. Regardless, Public Safety may enter the room where there is cause to investigate further, as described above.

When are Princeton University students in violation of the alcohol policy?

Students are in violation of the University alcohol policy under any or all of the following circumstances:

1. When participation in or the organization of an activity encourages excessive drinking (e.g., drinking games, pre-gaming with hard alcohol, initiation activities, hazing) as these acts can endanger the individual being served. These are especially serious violations.
2. When the serving or consumption of alcohol contributes to behavior that (a) intimidates or harasses others; (b) injures or threatens to injure others (e.g., driving under the influence of alcohol, assault); (c) leads to the destruction of property; or (d) infringes on the peace and privacy of others, students are in violation of the policy.
 - i) Any of the above will be regarded as an especially serious violation. The preceding regulations apply to students both on campus and in the local vicinity of the campus. Violations of local ordinances or state laws by students may also be grounds for University disciplinary action, regardless of where such violations occur, if they clearly violate University standards of conduct. In keeping with state law, where a student has been detained by Public Safety or local law enforcement officials on suspicion of driving under the influence of alcohol, the refusal to submit to the taking of breath samples for the purpose of determining blood alcohol content will be taken as conclusive evidence that the student was driving under the influence of alcohol. Additional state and federal laws can be found at <http://www.princeton.edu/odus/standards>
3. On campus, students are in violation of the policy (a) when carrying or possessing an open container* of alcohol in or across common spaces (lounges, game rooms, courtyards, dining areas, hallways, etc.); (b) when in possession of a keg and/or tap or other evidence of intent to serve alcohol (unless permission has been granted by the Office of the Dean of Undergraduate Students or the Office of the Dean of the Graduate School); (c) when, under the age of 21, in possession of any container of alcohol in common spaces of the University; (d) when serving, providing, or making available alcohol to any person, regardless of his or her age, without first obtaining approval from the Office of the Dean of Undergraduate Students or the Office of the Dean of the Graduate School; or (e) when procuring alcohol for persons under the age of 21 or by falsifying identification.

What are the consequences of violating the alcohol policy?

Students who are in violation of the alcohol policy are subject to a range of University sanctions: warning, disciplinary probation (including housing, and/or campus service sanctions), withholding of degree, suspension, suspension with

conditions, expulsion, and censure. In keeping with the University's particular concern about high-risk alcohol use, the consequences for violations of the alcohol policy will reflect the level of risk represented by the behavior as well as the impact of the behavior upon the community.

In general, first instance lower-risk violations will result in a dean's warning; subsequent violations will result in, at a minimum, disciplinary probation. Examples of lower-risk alcohol violations include, but are not necessarily limited to, situations where:

- Only low-proof alcohol (under 30 proof) is present;
- A modest amount of alcohol is available, appropriate to the number of persons present;
- No high-risk drinking, including drinking games, is occurring;
- No "common sources" of alcohol, such as kegs or alcoholic punch, are present;
- Neither the serving nor the consumption of alcohol has contributed to behavior that infringes on the peace and privacy of others (e.g., disorderly conduct, harassment, vandalism or property damage, injuring or threatening to injure others, driving under the influence of alcohol).

The University regards higher-risk violations of the alcohol policy as more serious than lower-risk violations. In general, a student who commits a first higher-risk alcohol violation is placed on disciplinary probation. Discipline for a second higher-risk offense will be more serious and may involve a long term of disciplinary probation, campus service, and/or revocation of on-campus residential privileges. Students should expect to be suspended for a third higher-risk alcohol or alcohol-related offense or for any particularly egregious first or second offense. Higher-risk alcohol violations include, but are not necessarily limited to, the following:

- The serving, providing, or making available of hard alcohol (in any quantity);
- The possession of hard alcohol by underage persons in common spaces of the University;
- Kegs or other common sources of alcohol;
- Drinking games or "pre-gaming";
- Any large quantity of alcohol (of any kind) relative to the number of people present;
- Violations that result from intoxication, such as assault, harassment, disorderly conduct, vandalism, or property damage.

Deans and directors of student life may notify a student's parents following any significant incident of drug/alcohol-related misconduct. Alcohol, kegs, and/or taps used in violation of the above regulations will be confiscated.

Students who violate the University's alcohol or drug policies are encouraged to avail themselves of the services of the Alcohol and Other Drug Program offered by the University Office of Counseling and Psychological Services. When appropriate, deans and directors of student life may require an alcohol/drug evaluation by University Health Services staff.

*Open container is defined as any container not sealed by the manufacturer.

Travel Information

Princeton University encourages domestic and international travel supporting academic research, internships, study abroad, service work, co-curricular and extra-curricular activities. This website provides important information on the policies, procedures and guidelines that govern University sponsored travel. For more information: <http://travel.princeton.edu/>.

If you are traveling as an individual, you can enter your own information in the travel database. If you are traveling as part of a studio or seminar, the arrangements will be coordinated by and through the School of Architecture. You must complete the information in the database before the trip will be approved.

Travel database registration:

- All University sponsored undergraduate students overnight travel must be registered on the travel database.(exception metropolitan NYC and Philadelphia)
- All University sponsored graduate students international travel must be registered on the travel database.
- Travelers not on University sponsored trips may also register their travel, in the event of a crisis or emergency and University outreach maybe helpful.